# 3699/9980 Fax

OPERATING INSTRUCTIONS
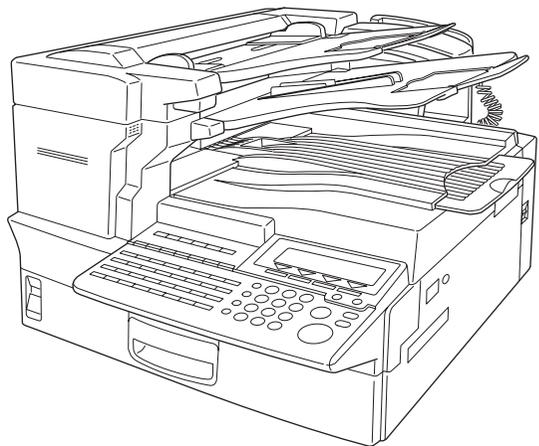
Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Laser Safety:

CDRH Regulations

This equipment complies with requirements of 21 CFR subchapter J for class 1 laser products. This equipment contains a 5 milliwatt,765-805 nanometer wavelength, GaAlAs laser diode. This equipment does not emit hazardous light, since the beam is totally enclosed during customer all modes of operation and maintenance.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual may result in hazardous laser radiation exposure.

Notes:

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, Savin recommends that you use genuine toner.

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts in your Savin office product.

Power Source:

AC115V, 60Hz

Please be sure to connect the power cord to a power source as above. For details about the power source.

❖ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.

2. This equipment uses the following USOC jack: RJ11C

3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.

4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised your right to file a complaint with the FCC if you believe it is necessary.

5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order to make necessary modifications in order to maintain uninterrupted service.

6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.

7. If you cannot correct the problem, please contact the SAVIN CORPORATION at 1-203-967-5000 for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.

8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

❖ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.

2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ **means POWER ON.**

❍ **means POWER OFF.**

Notice

Remarque concernant les utilisateurs au Canada

· ·

☼Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

· ·

Notice about the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation.

It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.

- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.

- Do not use a telephone in the vicinity of a gas leak to report the leak.

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ **WARNING:**
> **Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.**

⚠ **CAUTION:**
> *Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.*

⚠ *WARNING:*

- *Connect the power cord directly into a wall outlet and never use an extension cord.*

- *Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.*

- *To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.*

- *Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:*

    - *You spill something into the equipment.*

    - *You suspect that your equipment needs service or repair.*

    - *Your equipment's cover has been damaged.*

- *Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.*

- *Disposal can take place at our authorized dealer or at appropriate collection sites.*

- *Dispose of the used toner cartridge in accordance with the local regulation.*

⚠ *CAUTION:*

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Important Safety Instructions

Grounding

In order to prevent potentially hazardous electrical shock, provide means of connecting to the protective grounding conductor in the building, wiring those grounding conductors of power cable and 3 pins plug.

Notice

Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.

Avoid using a telephone during an electrical storm.There may be a remote risk of electric shock from lightning.

Do not use a telephone in the vicinity of a gas leak to report the leak.

Energy Star Program

ENERGY STAR®

As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

• Low-power Mode

This product automatically lowers its power consumption 1 minute after the last hard copy has been completed. (In this mode, printing a received fax and printing are available.)

To exit Low-power mode, press the 【 Clear Modes/Energy Saver 】 key.

The machine returns to the ready condition in about 30 seconds.

For how to change the default interval before entering Low-power mode, see P.26 *"Entering Energy Saver Mode"*.

❖ Specification

		(model ****)
Low-power mode	Power consumption	2.0Wh
	Default Time	5min.

💡Recycled Paper

Please contact your sales or service representative for recommended recycled paper types that may be used in this machine.

How to Read this Manual

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

⚙**Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

📖 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

🖎 **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

♟ **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

🔍**Reference**

This symbol indicates a reference.

【　】

Keys that appear on the machine's panel display.

【　】

Keys built into the machine's operation panel.

Frequently Asked Questions

How do I check whether a fax transmission was successful or not?

Check the communication result on the display.

⇒ P.136 *"Checking the Transmission Result (TX Status)"*

How do I confirm exactly where my fax is being sent?

With Immediate Transmission you can monitor the status of the transmission at the machine.

⇒ P.55 *"Immediate Transmission"*

I have to send a fax at a specific time, but I will not be in the office then. What can I do?

Specify the transmission time to suit you or the other party.

⇒ P.104 *"Send Later"*

Is there any way I can cut down on my telephone bill a little?

Specify messages to be sent automatically at an off-peak time when telephone charges are cheaper.

⇒ P.104 *"Send Later"*

Is it possible to specify several destinations at once?

Yes. Storing numbers in a Group beforehand lets you quickly and easily specify multiple destinations in a single operation.

⇒ P.76 *"Dialing with Groups"*

How can I quickly recognize received messages?

Have each page of received documents automatically marked.

⇒ P.98 *"Checkered Mark"*

Can I redial a number?

Yes. The machine remembers the last 10 destinations so you do not have to enter recently dialed numbers again.

⇒ P.77 *"Redialing Numbers"*

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Guide to Components

Main Body

Front view
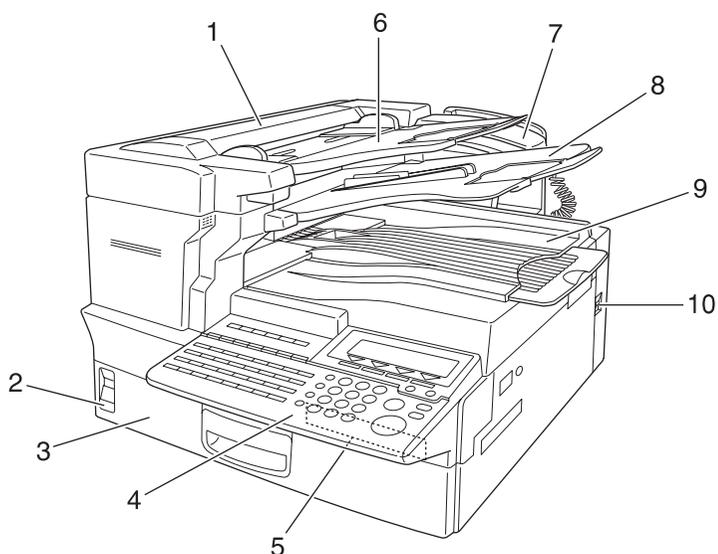
TKSH020N

1. Auto Document Feeder (ADF)

Set multi-page documents here to have them automatically scanned in one page at a time.

2. Paper Supply Indicator

Lights red when paper has run out.

3. Main Paper Tray

Load blank paper here.

4. Operation Panel

5. Optional Card Insertion Slots

Left slot—insert the optional Function Upgrade Card here

Right slot—insert the optional Memory Card or optional Fax On Demand Card here

6. Document Tray

7. Optional Handset

8. Document Output Tray

Scanned documents are stacked here.

9. Output Tray

Copies and incoming faxes are stacked here.

10. Power Switch

Use to turn the power on or off.

Rear view

1
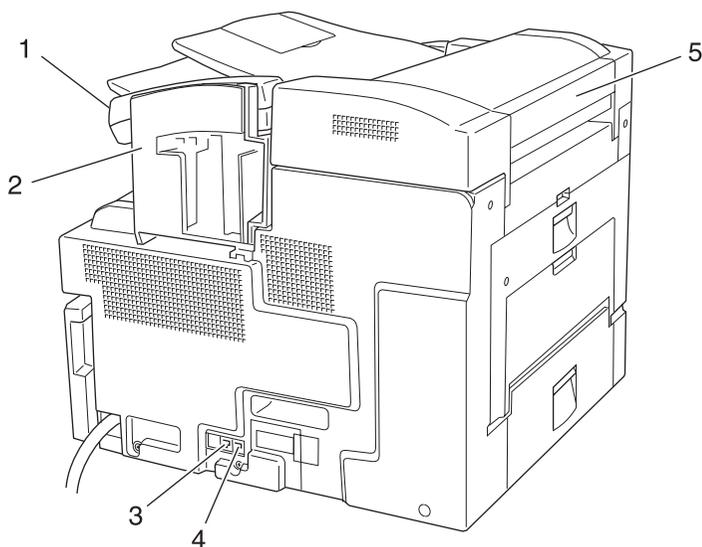
TKSH030N

1. **Optional Handset**

2. **Manual Pocket**

Keep the Quick Guide here.

3. **Optional Handset/External Telephone Connector**

4. **Telephone Line Connector**

5. **Document Bypass Tray**

Load non-standard size blank paper here.

When the optional Paper Supply Unit is installed
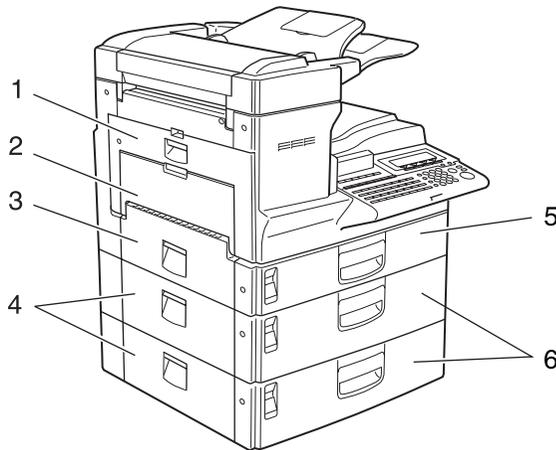
TKSH040N

1. Main Side Cover

Open this cover when changing the toner cartridge or installing the fusing unit maintenance kit.

⇒ P.172 *"Replacing the Toner Cartridge"*

⇒ P.313 *"Installing the Fusing Unit Maintenance Kit"*

2. Bypass Tray

Use when the optional Printer Interface is installed. ⇒ Please refer to the Printer Interface manual for details.

3. Paper Tray Side Cover

Open to clear paper jams.

⇒ P.168 *"Clearing Paper Jams"*

4. Paper Supply Unit Side Cover

Open to clear paper jams.

⇒ P.170 *"Clearing Paper Jams in the Optional Paper Supply Unit"*

5. Main Paper Tray

6. Optional Paper Supply Unit

Provides an extra paper source in addition to the main paper tray. You can install up to two of these units.

Internal View

View with Main Side Cover open
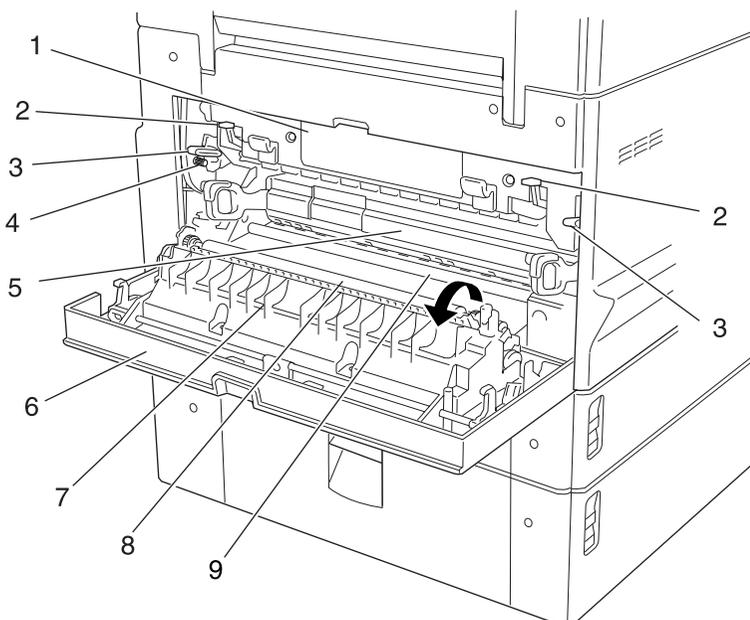
TKSH100N

1. Fusing Unit

Fuses the toner to the paper. Replace this unit if a message asking you to do so appears on the display.

⇒ Installing the fusing unit maintenance kit.

2. Pressure Release Levers

Lower these transparent levers to remove jammed paper.

3. Fusing Unit Fixed Levers

Lower these levers when installing the fusing unit maintenance kit.

4. Screw

Remove these green screws when lowering the fusing unit fixed levers to install the fusing unit maintenance kit.

5. Toner Cartridge

Replace the toner cartridge when a message appears on the display instructing you to do so.

⇒ P.172 *"Replacing the Toner Cartridge"*

6. Main Side Cover

Open to clear paper jams and replace the toner cartridge etc.

7. Transfer Roller Cover

Open to replace the transfer roller.

⇒ P.313 *"Installing the Fusing Unit Maintenance Kit"*

8. Transfer Roller

Replace when installing the fusing unit maintenance kit.

⇒ P.313 *"Installing the Fusing Unit Maintenance Kit"*

9. **Corona Roller**

This feeds the paper. Clean this roller if it gets dirty.

⇒ P.311 *"Cleaning the Registration Roller"*

View with the ADF cover open

TKSH110N
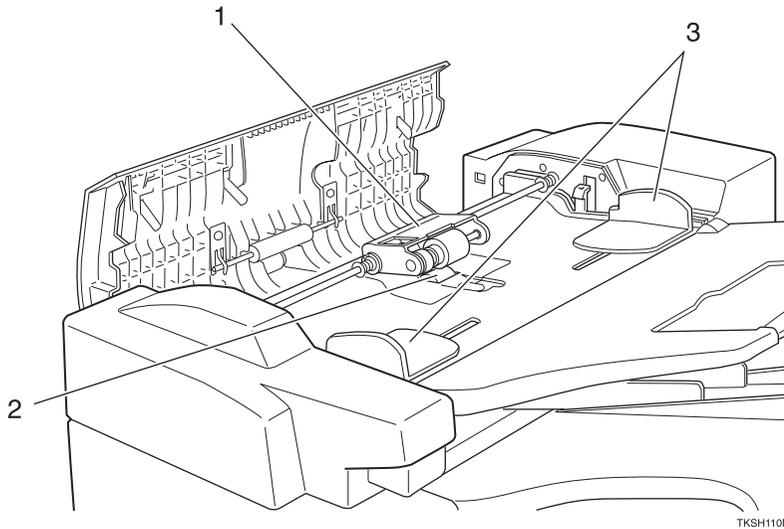
1. **Feed Unit**

Feeds in documents. Replace when installing the ADF unit maintenance kit.

⇒ P.312 *"Installing the ADF Unit Maintenance Kit"*

2. **Separation Roller**

Pages are fed in between this roller and the feed unit. Replace when installing the ADF unit maintenance kit.

⇒ P.312 *"Installing the ADF Unit Maintenance Kit"*

3. **Document Guides**

Adjust these guides to match the size of your document.

Operation Panel
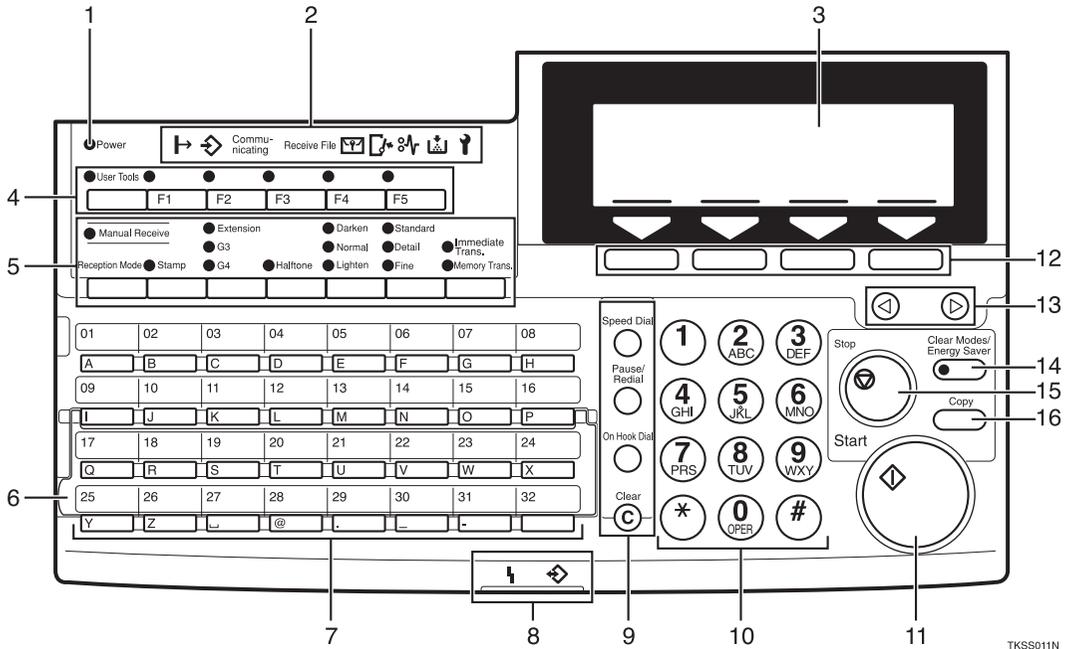
TKSS011N

1. **Power Indicator**

Lights when power is on. In Low Power Standby mode this indicator goes out.

2.

❖ ⊢ Online Indicator

When the optional Printer Interface is installed, this indicator shows whether the machine is online (lit) or offline (unlit).

When online, the machine is ready to print data received from a PC.

❖ ⇨ Data-in Indicator

When the optional Printer Interface is installed, this indicator flashes when the machine is receiving data from a PC. When lit, the machine is waiting for data from a PC.

❖ Communicating Indicator

Lights during reception or transmission.

❖ Receive File Indicator

Lights when a message has been received into memory with any function other than Confidential Reception.
⇒ P.89 *"Substitute Reception"*

❖ Confidential Reception/Memory Lock Indicator

Lights when a message has been received into memory with the Confidential Reception function.
⇒ P.138 *"Printing a Confidential Message"*

Flashes when a message has been received with the Memory Lock function.
⇒ P.140 *"Printing a File Received with Memory Lock"*

❖ Cover Open Warning Indicator

Lights if a cover is open. Make sure all covers are firmly closed.

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❖ **⊗Paper Jammed Indicator**

Lights if paper is jammed. Remove the jammed paper as instructed on the display.

❖ **⊡Add Toner Indicator**

Flashes when toner is low, lights when toner has completely run out.
⇒ P.172 *"Replacing the Toner Cartridge"*

❖ **⌁Call Service Indicator**

Lights to indicate the machine has broken down. If lit, please contact your service representative.

3. **Display**

Displays messages and the status of the machine.

4.

❖ **【User Tools】Key**

Press to access the User Tool settings and customize various functions to meet your specific requirements.
⇒ P.179 *"Fax Features"*
⇒ P.229 *"Key Operator Tools"*

❖ **User Function Keys**

You can store functions you often use in these keys and recall them with a single key press. When shipped, the following functions are registered by default:

Key	Function
【F1】	Journal Print
【F2】	TTI Print On/Off
【F3】	Group Dial
【F4】	Nothing
【F5】	Nothing

⇒ P.211 *"Assigning User Function Keys"*

5.

❖ **Reception Mode Key**

When the indicator above this key is lit, the machine is in TEL mode. When it is unlit, the machine is in Auto Receive mode.
⇒ P.91 *"Selecting the Reception Mode"*

❖ **【Stamp】Key**

Selects whether a mark is stamped on scanned documents.
⇒ P.81 *"Stamp"*

❖ **【Line Selection】Key**

Press to select G3, G4 or extension.
⇒ P.65 *"Selecting the Line"*

❖ **【Halftone】Key**

Select halftone when faxing or copying photographs or illustrations with fine gradations. Also can be used for color documents.
⇒ P.63 *"Halftone"*

❖ **【Image Density】Key**

Press to adjust the brightness of scanned images when faxing or copying.
⇒ P.63 *"Image Density"*

❖ **【Resolution】Key**

Press to select the level of detail to be sent.
⇒ P.62 *"Resolution"*

❖ **【Transmission Mode】Key**

Press to select the fax transmission mode. The indicators above this key indicate the current mode.

6. **Quick Dial Key Flip Plate**

Flip down to access Quick Dials 【01】–{32}, flip up to access Quick Dials 【33】–{64}.

7. **Quick Dial Keys**

Fax numbers stored beforehand in these keys can be recalled with a single key-press. Also use to enter characters and with the Group and Program functions etc.

⇒ P.73 *"Dialing with Quick Dials"*

⇒ P.76 *"Dialing with Groups"*

⇒ P.199 *"Storing Keystroke Programs"*

8. **Status Indicators**

These indicators allow you to view the machine status from a distance.

❖ **⌐ Alarm**

> Lights when an error has occurred. Check the display for details.
> ⇒ P.165 *"Error Messages and Their Meanings"*

❖ **⟷ Communicating**

> Lights during fax transmission or reception. Also lights when the optional Printer Interface is installed and data is being printed.
> ⇒ Please refer to the optional Printer Interface manual for details.

9. 【**Speed Dial**】**Key**

Press to specify a destination stored in a Speed Dial.

⇒ P.74 *"Dialing with Speed Dials"*

❖ 【**Pause/Redial**】**Key**

> Pause—press to insert a small delay between digits of a fax number. The first digit of a fax number cannot be a pause.
> ⇒ P.68 *"Pause"*
> Redial—press to redial a recently dialed number.
> ⇒ P.77 *"Redialing Numbers"*

❖ 【**On Hook**】**Key**

> Use to dial in the same way as a telephone.
> ⇒ P.59 *"On-Hook Dial"*

❖ 【**Clear**】**Key**

> Press to delete a single character when entering numbers or other characters.

10. **Number Keys**

Press to enter digits, e.g. when dialing a fax number.

11. 【**Start**】**Key**

Press to send a fax or start printing of a report etc.

12. **Selection Keys**

These keys match the keys shown on the display. Press them to select functions and choose settings etc.

13. **Arrow Keys**

Press to move the display cursor and make function selections.

14. 【**Clear Modes/Energy Saver**】**Key**

- Reset—Cancel the current settings and return to the standby mode (except when accessing the User Tools).

- Energy Saver—Hold down this key for about 2 seconds to force the machine to enter Energy Saver mode. The machine automatically enters Energy Saver mode about 5 minutes after the last operation was carried out.
  ⇒ P.25 *"Energy Saver Mode"*

15. 【**Stop**】**Key**

Press to stop an Immediate Transmission, scanning of a Memory Transmission, or a report being printed. Also can be used to delete entered characters.

16. 【**Copy** 】**Key**

Press when you wish to make copies.
⇒ P.161 *"Copying"*

Display Layout

The operation panel display shows information about the current operation, function menus and useful messages.

⚠️Important

❒ Do not subject the display to a shock or force of more then about 30N (about 3kgf) or it could be damaged.

✐ Note

❒ Selected functions are shown white on black e.g. **Off**

❒ Functions you cannot select are shown grayed down e.g. ⬇️Next

Display and key Operations

❖ **Example 1: Standby display**
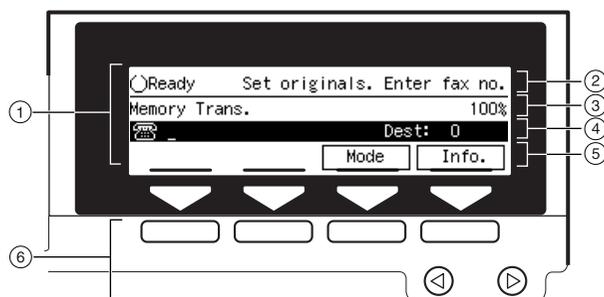
TKSS031N

① The currently selected function

② Machine status and messages

③ Amount of free memory

④ Entered destination fax number and number of destinations entered so far

⑤ Selectable functions or options

⑥ Press these buttons to select the function or setting name that appears on the display immediately above each button

✐ Note

❒ Each time you press ◁ the selected item moves one position to the left.

❒ Each time you press ▷ the selected item moves one position to the right.

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❖ **Example 2: Menu display**
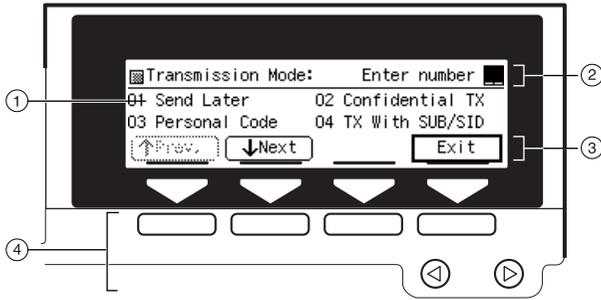
TKSS032N

① If you select a function, a ✓ mark will appear next to it.

Note

❒ Functions that are displayed differ according to installed options.

② Operation status and messages

③ Items or commands you can select.

④ Press these buttons to select the item or command that appears on the display immediately above each button.

Note

❒ Each time you press ◁ the selected item moves one position to the left.

❒ Each time you press ▷ the selected item moves one position to the right.

❖ **Common keys**

[Yes][OK]	Confirm the selected function or entered value, then return to the previous menu.
[No][Cancel]	Cancel the selected function or entered value, then return to the previous menu.
[↑Prev.][↓Next]	If there are more items that cannot fit on the display, use these keys to scroll through them.
◁▷	Use to select functions. The currently selected function is shown black on white.
[PrevMenu]	Return to the previous menu.
[Exit]	Confirm the selected function or entered value, then return to the standby display.

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Example Displays

The display tells you the machine status and guides you through operations.

Note

❒ Functions that have been selected are hilighted as shown (**Off**). Keys that you can not select are shown with a dashed outline (↓Next).

Standby Display

While the machine is in the standby mode (immediately after it is turned on or after the 【Clear Modes/Energy Saver】 key is pressed), the following display is shown.

❖ **Memory Transmission**

```
○Ready    Set originals. Enter fax no.
Memory Trans.                      100%
☎ _                        Dest:  0
                      Mode    Info.
```

❖ **Immediate Transmission**

```
○Ready    Set originals. Enter fax no.
Immediate TX                       100%
☎ _                        Dest:  0
                      Mode    Info.
```

❖ **Copy mode**

```
▦Copier Mode                  Q'ty:▮1
▨4▭   8½×11▭  8½×14▭
                     Select mode with◀▶
Set original, press start        Exit
```

Note

❒ To return the machine to standby mode, perform one of the following:

- If you have set a document and are in the sending process, remove the document.

- If you have not set a document and are in the sending process, press the 【Clear Modes/Energy Saver】 key.

- If you are in User Tools mode, press the 【User Tools】 key.

Communication Display

While the machine is communicating the communication status is displayed.

❖ **Display during Memory Transmission or Memory Reception:**

```
A4->A4    P.1    NEW YORK OFFICE
Memory Trans.                      99%
☎ _                        Dest:  0
                      Mode    Info.
```

Note

❒ Even when the machine is sending or receiving a fax message from/into memory, you can still scan the next document into memory.

❖ **Immediate Transmission:**

```
Transmitting    3618
Please Wait
☎  3618
                      File No.0039
```

Display Prompts

Depending on the situation, the machine will show various prompts on the display.

1

❖ **Instructions and requests**

```
Send Later:              Enter time
                       Time:06:38AM
     Start time  __:__AM
[Economy TX] [AM↔PM] [ Cancel ]  [  OK  ]
```

❖ **Questions**

```
The transfer request has been set.
Do you want to add another?

              [ Enter ]    [ No ]
```

❖ **Selections**

```
Language:        Select mode with◀▶
  English  /   French  /  Spanish

                 [ Cancel ]  [ OK ]
```

❖ **Status**

```
Printing
Please wait

        To stop, press Stop key
```

12

Setup

Introduction

Thank you for buying this product.

The Setup section describes how to choose a suitable location for the machine and install various parts in preparation for turning on the power. In addition, it lists the basic settings that are necessary to get the machine up and running.

For how to get the most out the advanced features of this product, please refer to the rest of this manual.

⚡Important

❒ Before you continue, please take a few moments to read the safety information to avoid any damage to the machine or injury to yourself or others. seeP.iii "*Safety Information*".

Choosing the Machine Location

For the best possible performance, install your machine in a place which satisfies the following conditions:

- Not exposed to direct sunlight.
- Well ventilated (air turnover at least three times per hour). To avoid buildup of ozone, install the machine in a large, well-ventilated room which has an air turnover of more than 30 cubic yards per hour per person.
- Level
- Not subject to vibration
- Away from other electronic equipment (to avoid interference)

- Away from areas exposed to corrosive gas
- Dust-free
- Condensation-free
- Temperature in the range 50°F–89.6°F
- Humidity in the range 15%–80%
- Away from heaters and air conditioners in order to avoid sudden changes of temperature
- Within 5 yards of a three-pin grounded power outlet (115 volts, 60 Hz)
- Within the clearance shown below
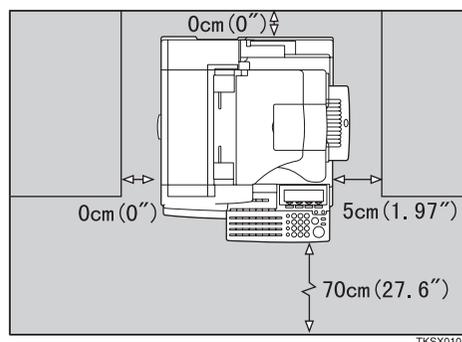
- At least 11.81" (30 cm) clearance to the left of the machine is necessary when clearing paper jams, changing the toner cartridge etc.

Installing the Machine

Fitting the Manual Pocket

Follow the steps below to fit the pocket for storing the Facsimile Quick Guide.

1

A Squeeze in the release lever to un-lock the ADF. Then lift up the ADF cover.

TKSX020N
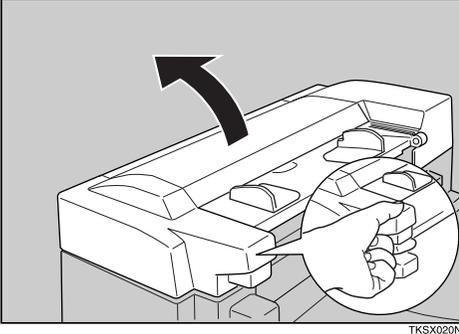
B While holding up the ADF cover, insert the manual pocket into the slot provided.

TKSX030N
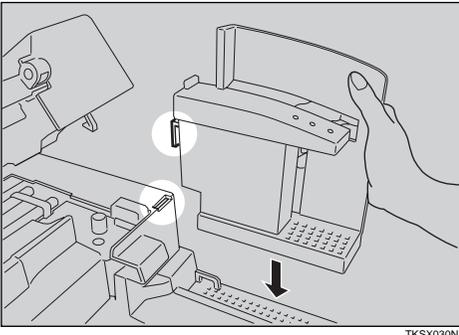
C Push down on the left and right sides of the ADF cover to close it. Make sure it clicks firmly into place.

D If you wish to install the optional handset, fix the handset holder as shown.

TKSP010N
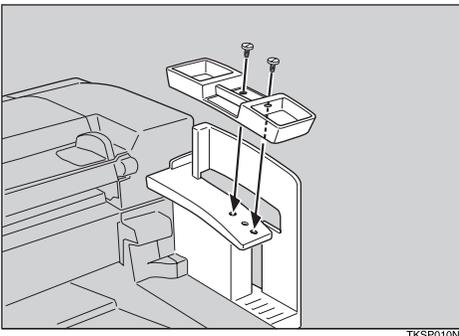
Installing the Document Output Tray and Document Tray

A Identify the document output tray (it is bigger than the other tray).

TKSX040N
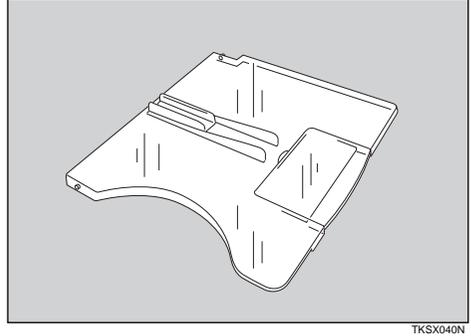
B With the frosted side facing up, bend the document output tray to insert it into the lower two slots provided.

TKSX050N
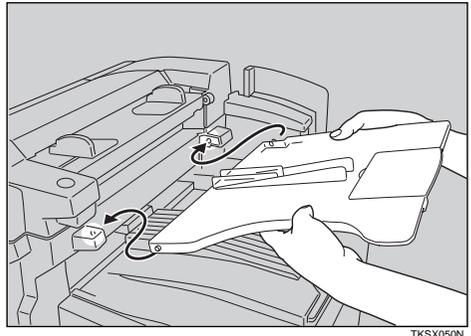
C Check the orientation of the document tray, then bend to insert it into the lower two slots provided.

TKSX060N

14
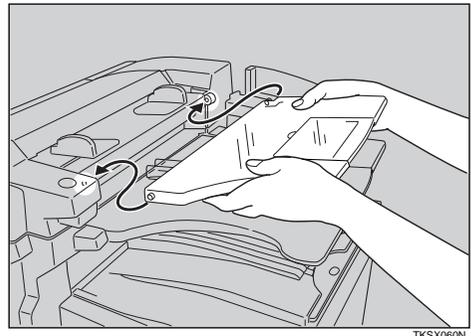
4 If you regularly set large documents, pull out both tray extensions.

TKSX070N
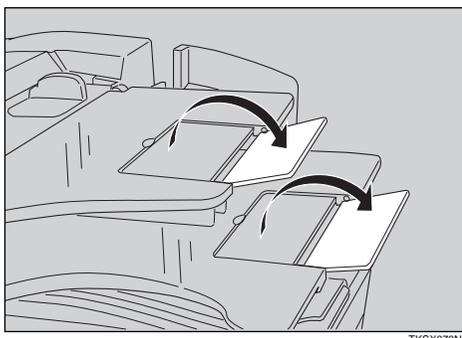
Installing the Toner Cartridge

⚠️Important

❒ Be careful not to get toner on your hands or clothes. If you get toner on your hands, wash them thoroughly.

1 Open the main side cover in the direction of the arrow.

TKSY400N
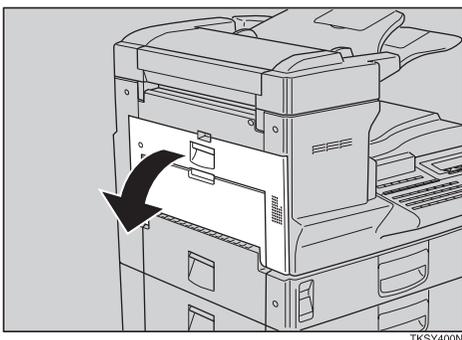
2 While holding the cartridge horizontally, shake it gently from left

to right and backwards and forwards about 7 or 8 times.

TKST020N
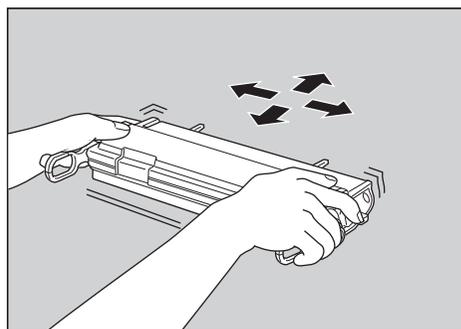
3 Place the toner cartridge on a flat surface. While supporting the cartridge with one hand, pull the toner seal horizontally to remove it.

TKST030N
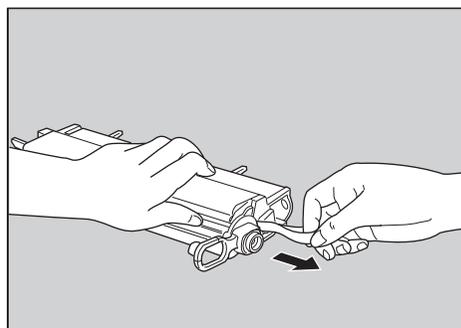
⚠️Important

❒ Using the cartridge without removing the seal could damage the machine. Always remove the seal before using a new cartridge.

❒ Be sure to pull the seal horizontally when removing it. Pulling it from above or below can cause toner to easily spill out.

❒ Once the seal is removed, toner can easily spill out, so pay attention not to shake or bump it.

D Grasp the two handles at either end and push the cartridge into the machine.

TKST040N
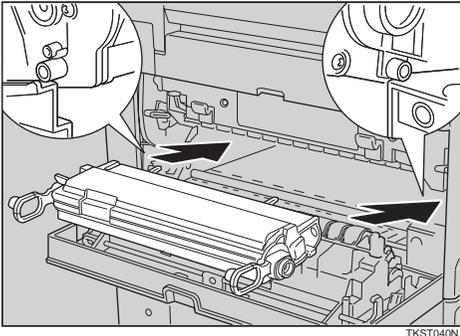
E Close the main side cover making sure it clicks firmly into place.

Note

❒ The main side cover will not close properly if the toner cartridge is set into the machine incorrectly. If the cover will not close, remove the cartridge and set it again.

Connecting the machine to the telephone line

To reduce risk of fire, use only No.26 AWG or larger telecommunication line cord.

To connect the machine to a telephone line, use a snap-in modular type connector.

- TEL1: For the optional handset or external telephone

- LINE: Telephone line connection

TKSD010N
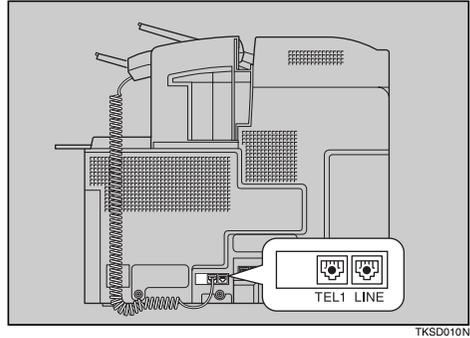
Important

❒ Make sure the modular connector is the correct type before plugging it in.

❖ When using a modular type connector

External Telephone

TKSD020N
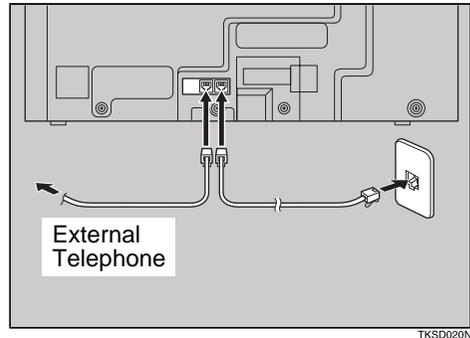
Connecting the optional External Telephone

You can connect the optional handset or an external telephone to the machine and use it for telephone calls.

Note

❒ Some types of telephone cannot be connected or may suffer reduced functionality.

❖ Specifying the optional handset line type

ND1X00E0
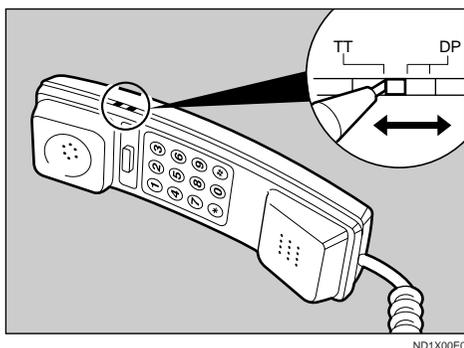
The switch on the handset should be in the appropriate position—TT (Tone Dialing) or DP (Pulse Dialing).

❖ Adjusting the handset bell volume

ND1X00E1
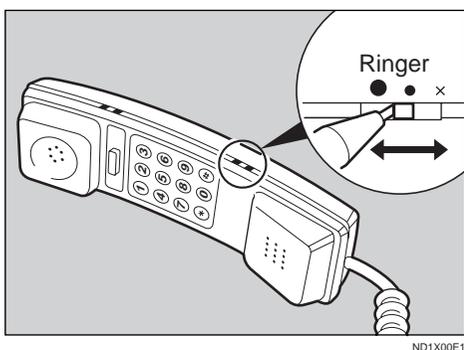
Adjust the handset ringer volume using the volume switch.

Connecting the power and turning on

⚠️Important

❒ Make sure that the wall outlet is near the machine and readily accessible.

❒ The wall outlet must be easily accessible.

1 **Plug the power cord to the power outlet.**

2 **Turn on the power switch.**

Loading Paper

When paper runs out, follow one of the procedures below to load paper.

🖉 Note

❒ For acceptable paper types, directions, sizes and capacity, see P.38 "*Recommended Paper*".

Loading paper in the Main Paper Tray

⚠️Important

❒ Before you start, make sure the machine is not printing copies or receiving a fax.

❒ Do not reuse stapled paper, or use conductive paper, such as carbon paper or silver coated paper.

1 **Pull out the paper tray as shown.**

TKSY010N

17
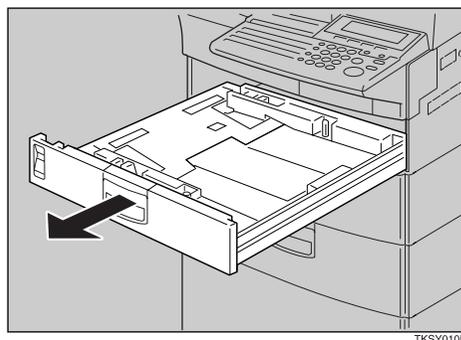
B **Push down the base plate until it clicks into place.**
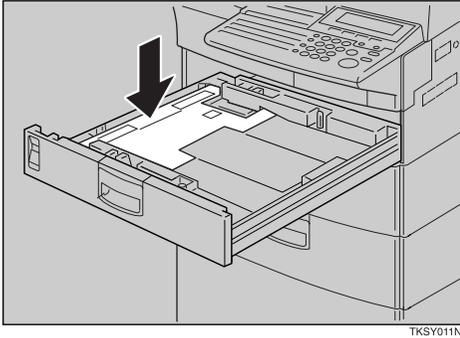
TKSY011N
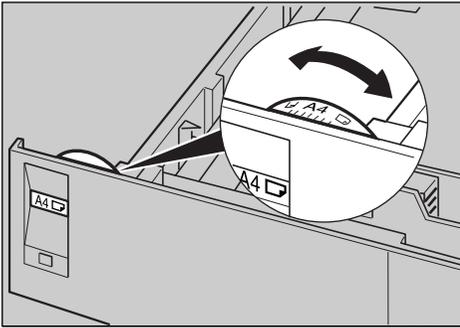
C **Adjust the dial to match the paper size.**

TKSY190N

⚠️**Important**

❒ If the dial does not match the size and direction of loaded paper, parts of printed images may be missing and paper jams could occur.

D **Prepare the new paper, then insert it under the left and right metal tabs as shown.**
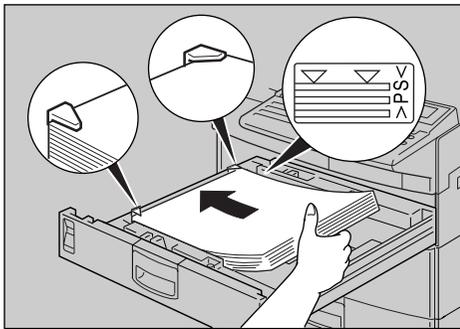
TKSY012N

⚠️**Important**

❒ Do not load a stack of paper that exceeds the limit mark.

❗ **Limitation**

❒ You can set up to 250 sheets in the main paper tray.

E **Gently return the paper tray to its original position.**

Loading paper in the optional Paper Supply Unit

A **Pull out the paper unit.**
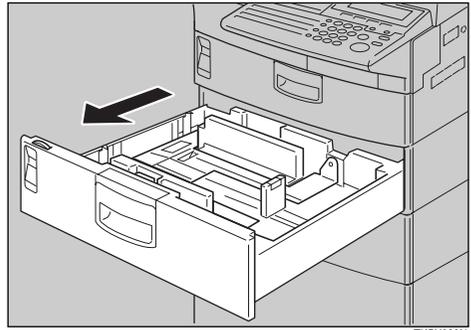
TKSY030N

B **Rotate the dial until the loaded paper size is shown.**
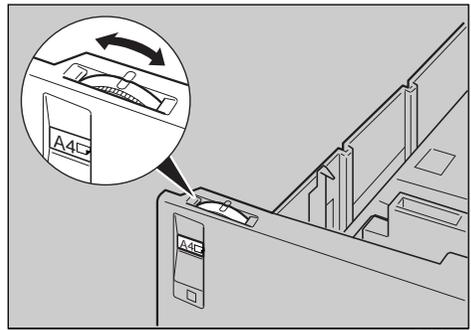
TKSY310N

⚠️**Important**

❒ If the deal does not match the size of loaded paper, parts of printed images may be missing and paper jams could occur.

C Prepare the new paper, then insert it under the left and right metal brackets as shown.
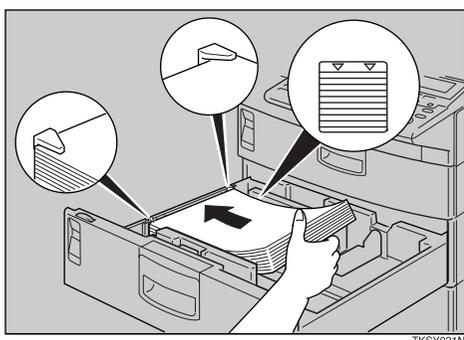
TKSY031N

⚠️ **Important**

❒ Do not load a stack of paper that exceeds the limit mark.

🔹 **Limitation**

❒ You can set up to 500 sheets in the paper unit.

D Gently return the paper unit to its original position.

Adjusting Initial Settings

After you turn the machine on for the first time, you need to register the following settings:

- language
- Date and Time
- RTI and TTI
- Line type and CSI

Switching Language

If your native Language is Spanish or French, you can have the messages that appear on displays, lists and reports shown in either of these languages instead of in English. Follow the procedure below to change between the three languages.

📎 **Note**

❒ Make sure that machine is in standby mode before following this procedure. If the standby display is not shown when you start, the display may become temporarily jumbled up.
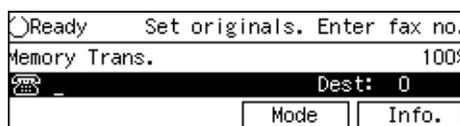
A Make sure that the machine is in standby mode.

📎 **Note**

❒ If the "Fax Features" or "Key Op. Tools" screen is shown, press the 【User Tools】 key. If any other display is shown, press the 【Clear Modes/Energy Saver】 key.

B Press the 【User Tools】 key.

TKSS07AN

C Press [Language].

TKSS044N

19
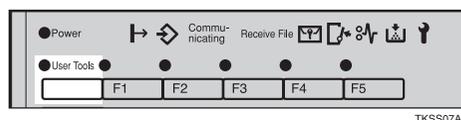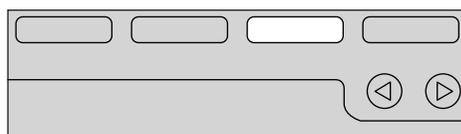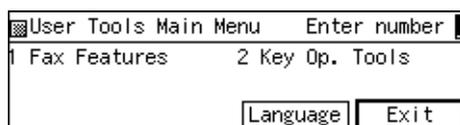
D **Press the Ⓐ or Ⓑ keys to select the language you require.**

```
Language:          Select mode with Ⓐ Ⓑ
  English   /   French   /   Spanish

                        Cancel    OK
```


TKSS046N

E **Press [OK].**

```
Language:          Select mode with Ⓐ Ⓑ
  English   /   French   /   Spanish

                        Cancel    OK
```
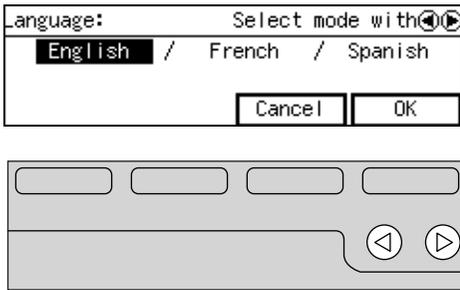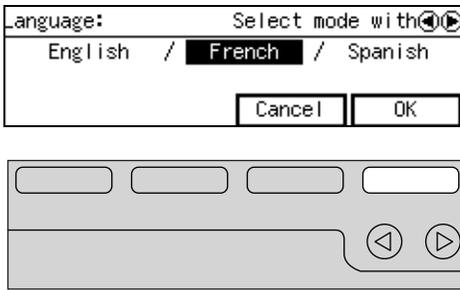

TKSS045N

F **Press [Exit].**

Date/Time

Use this function to set your machine's internal clock to the current time and date. This time is shown on the display, printed on pages and used for various features, such as Send Later.

If the current date and time are wrong, use this procedure to correct them.
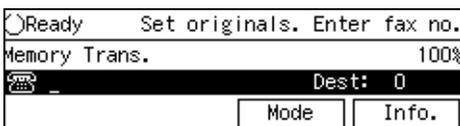
A **Make sure that the machine is in standby mode.**

```
○Ready    Set originals. Enter fax no.
Memory Trans.                      100%
☏ _                      Dest:  0
                        Mode    Info.
```

Note

❐ If the "Fax Features" or "Key Op. Tools" screen is shown, press the 【User Tools】 key. If any other display is shown, press the 【Clear Modes/Energy Saver】 key.

B **Press the 【User Tools】 key.**

```
●Power    ↦ ⟠ Commu-   Receive File ☷ ▯ ⁂ ⟋ 📷 ❢
              nicating
●User Tools ●    ●    ●    ●    ●
            F1   F2   F3   F4   F5
```

TKSS07AN

C **Enter the code for "Key Op. Tools" with the number keys. Then press the 【#】 key.**

```
▩User Tools Main Menu   Enter number ■
1 Fax Features      2 Key Op. Tools

                    Language    Exit
```

The "Key Op. Tools" main menu appears.

D **Enter the code for "System Settings" with the number keys.**

```
▩Key Op. Tools        Enter number ■
1 System Settings   2 Initial Set Up
3 Box Settings
                            PrevMenu
```

Note

❐ If "Key Op. Tools" is not shown, press [↑Prev.] or [↓Next].

E **Enter the code for " Date/Time" using the number keys.**

```
▩System Settings 1/5    Enter number ■
01 Counter          02 Monitor Volume
03 Display Contrast 04 Date/Time
[↑Prev.] [↓Next]            PrevMenu
```
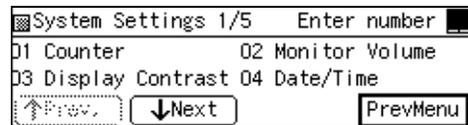
F **Select an item you want to change using the Ⓐ and Ⓑ keys, enter the month using [↑Prev.] or [↓Next] and enter the correct date or time**

using the number keys. Then press [OK].

```
Date/Time:              Select with◁▷
  Wed.   Jun. 09     1999    04:03PM

 ↑Prev.    ↓Next    Cancel      OK
```
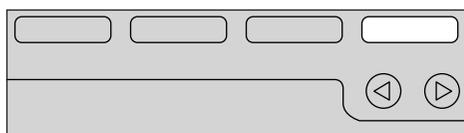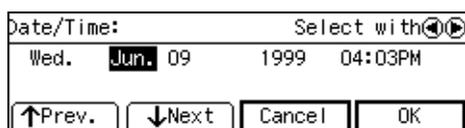

TKSS045N

📎 Note

❒ Enter the time in 12-hour format. Press **[AM↔PM]** to select AM or PM.

❒ When you enter a date, the day is set automatically.

❒ Depending on your area, your machine will either except the date in 12 hours format or 24 hours format.

7 **Press [PrevMenu] twice.**

8 **Press the [Exit] to return to the standby display.**

Summer Time/DST

Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends.

Registering your RTI and TTI

The RTI (Receive Terminal Identification) is used to identify your machine to the other party when communicating with machines of the same make. The RTI can be up to 20 characters long and can contain letters, spaces, symbols and numbers.

The TTI (Transmitter Terminal Identification) is printed on the header of every fax you send and aids the other party identify your fax messages. The TTI can be up to 32 characters long and can contain letters, spaces, symbols and numbers.

Store something easily recognizable as the RTI and TTI, such as your name or company/department name.

⚑ Limitation

❒ The RTI will not be used unless the other party has a same make machine that supports the RTI feature.
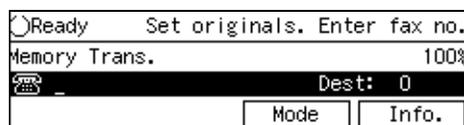
A **Make sure that the machine is in standby mode.**

```
○Ready    Set originals. Enter fax no.
Memory Trans.                    100%
☎ _                       Dest:   0
                        Mode    Info.
```

📎 Note

❒ If the "Fax Features" or "Key Op. Tools" screen is shown, press the【User Tools】key. If any other display is shown, press the【Clear Modes/Energy Saver】key.

B **Press the【User Tools】key.**

TKSS07AN

C **Enter the code for "Key Op. Tools" with the number keys. Then press the【#】key.**

```
▨User Tools Main Menu    Enter number▮
1 Fax Features     2 Key Op. Tools

                      Language    Exit
```

The "Fax Features" menu appears.

1

21

1

D Enter the code for "System Settings" with the number keys.

```
▓Key Op. Tools      Enter number ▓
1 System Settings   2 Initial Set Up
3 Box Settings
                         PrevMenu
```
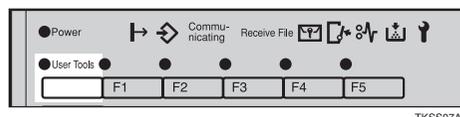
E Enter the code for "RTI/TTI" using the number keys.
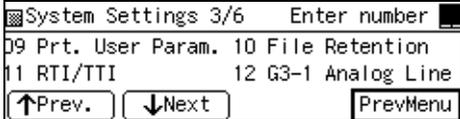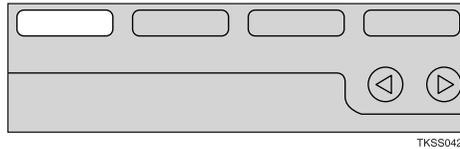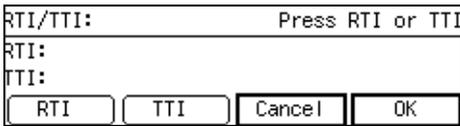
```
▓System Settings 3/6    Enter number ▓
09 Prt. User Param. 10 File Retention
11 RTI/TTI          12 G3-1 Analog Line
 ↑Prev.   ↓Next          PrevMenu
```

F Press [RTI].

```
RTI/TTI:           Press RTI or TTI
RTI:
TTI:
   RTI      TTI    Cancel      OK
```

TKSS042N

G Enter an RTI and press [OK].

```
Enter RTI
                        ▸Uppercase

          Symbols   Cancel      OK
```

TKSS045N

🔍 Reference

P.303 *"Entering and Modifying Text"*

H Press [TTI].

```
RTI/TTI:           Press RTI or TTI
RTI:  MAIN OFFICE
TTI:
   RTI      TTI    Cancel      OK
```

TKSS043N
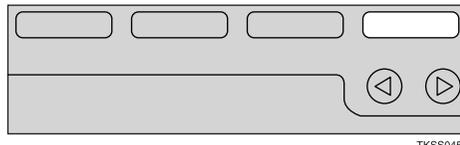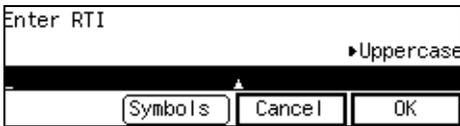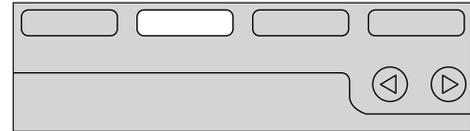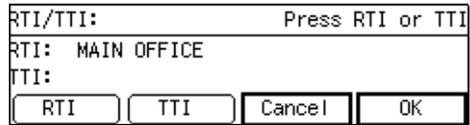
I Enter your TTI and press [OK].

```
Enter TTI
                        ▸Uppercase
                           ▲
  A↔a    Symbols   Cancel      OK
```

TKSS045N
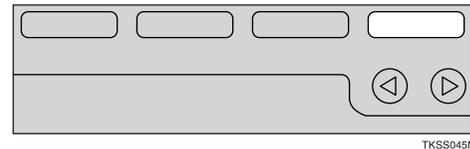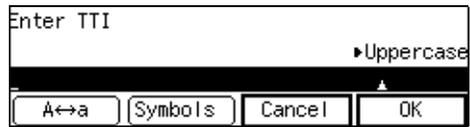
🔍 Reference

P.303 *"Entering and Modifying Text"*

10 Press [OK] to confirm.

📝 Note

❒ If you press **[Cancel]**, the entered characters are canceled and the display shown in 5 appears again.

11 Press [PrevMenu] twice.

12 Press [Exit] to return to the standby display.

Selecting the line type and registering your CSI

You need to register the following items before you connect the machine to a G3 analog line:

- CSI (up to 20 digits)

22

The CSI (Called Station Identification) is passed to the other party when you send or receive a fax. When the CSI is received, it is shown on the display or printed on reports on the receiver's or sender's machine. The CSI works even if the receiver or sender uses a different make machine. The CSI can be up to 20 characters long and contain a plus sign (+), numbers and spaces. Register your country code, area code (minus the leading zero) and your fax number in that order.

- PSTN Line Type
  Select whether the connected line uses tone or pulse dialing.

- PSTN Access Number
  Use this setting to save having to enter a pause after the PSTN Access Number when dialing. For example, if you register "0" as the PSTN Access Number, a pause will be inserted automatically after the "0" when dialing.

Note

❒ The CSI feature is not available in some countries.
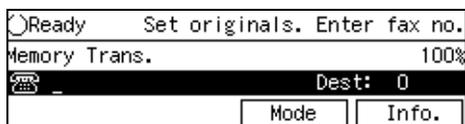
A **Make sure that the machine is in standby mode.**

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                       100%
☎ _                         Dest:  0
                        Mode  │ Info.
```

Note

❒ If the "Fax Features" or "Key Op. Tools" screen is shown, press the 【User Tools】 key. If any other display is shown, press the 【Clear Modes/Energy Saver】 key.

B **Press the 【User Tools】 key.**

```
●Power    ↦ ⬧ Commu-  Receive File ⚏ ⫿ ℥ ⬛ Ⅰ
              nicating
●User Tools ●    ●      ●      ●      ●
         F1   │ F2  │ F3  │ F4  │ F5
```
TKSS07AN

C **Enter the code for "Key Op. Tools" with the number keys. Then press the 【#】 key.**

```
▨User Tools Main Menu    Enter number ▮
1 Fax Features        2 Key Op. Tools

                        Language │ Exit
```

The "Fax Features" menu appears.

D **Enter the code for "System Settings" with the number keys.**

```
▨Key Op. Tools          Enter number ▮
1 System Settings    2 Initial Set Up
3 Box Settings
                                PrevMenu
```
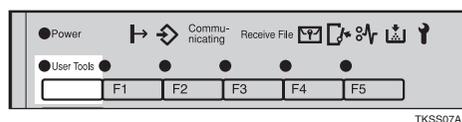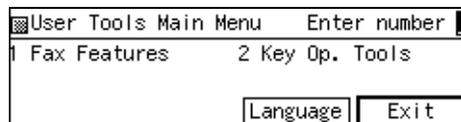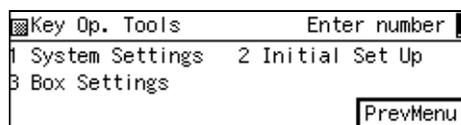
E **Enter the code for "G3-1 Analog Line" using the number keys.**

```
▨System Settings 3/6    Enter number ▮
09 Prt. User Param. 10 File Retention
11 RTI/TTI          12 G3-1 Analog Line
↑Prev.  │ ↓Next  │           PrevMenu
```
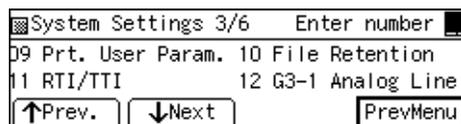
F **Enter the code for "PSTN Line Type" using the number keys.**

```
▨G3-1 Analog Line       Enter number ▮
1 CSI                2 PSTN Line Type
3 PSTN Access No.
                                PrevMenu
```

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1
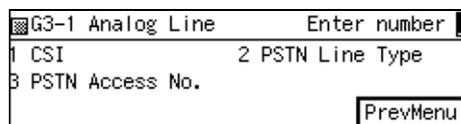
G **Select your line type using the ⊲ and ⊳ keys then press [OK].**

```
PSTN Line Type:    Select mode with⊲⊳
           TT  /  DP
                   Cancel      OK
```
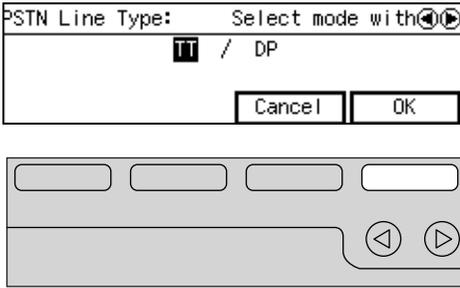
TKSS045N

H **Enter the code for "CSI" using the number keys.**

I **Enter your CSI then press [OK].**

```
CSI:                      Enter CSI
       ☎ _
   +    Space    Cancel      OK
```
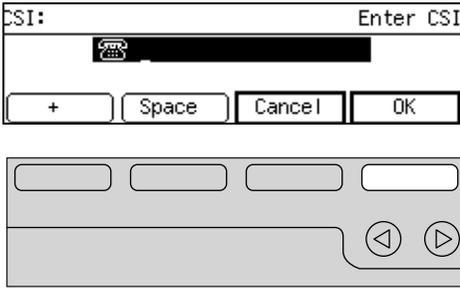
TKSS045N

Registering a PSTN Access
Number

A **Enter the code for "PSTN Access No." with the number keys.**

```
▓G3-1 Analog Line      Enter number ▮
1 CSI              2 PSTN Line Type
3 PSTN Access No.
                           PrevMenu
```
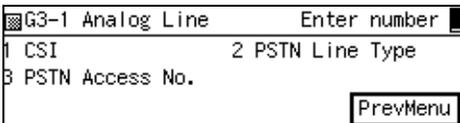
B **Enter PSTN Access Number with the number key, then press [OK].**

```
PSTN Access No.:        Enter Number
             0▮
                   Cancel      OK
```
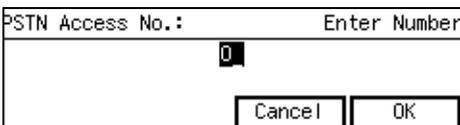
J **Press [PrevMenu] three times.**

K **Press [Exit] to return to the stand-by display.**

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1

Handy Functions

Energy Saver Mode

Energy Saver mode is a power saving feature.

When not used for 5 minutes, the machine reduces its electricity consumption to the bare minimum.

- There are two kinds of Energy Saver mode, and you can choose which takes priority:
  - Fax StandbyUse if you frequently receive incoming faxes
  - Low Power StandbyUse to minimize power consumption

Energy Saver Mode	Machine Status	Warm-up Time To Be Ready To Print	High Temperature Standby Mode [1]	Power Consumption [2]
Low Power Standby	Display is blank, power to heater is off	Within about 55 seconds	You can switch this on or off	2.0W [3]
Fax Standby	Display is blank, power to heater is low	Within about 45 seconds	You can switch this on or off	45W

[1] It is possible to combine High Temperature Standby mode with either Low Power Standby mode or Fax Standby mode. If you turn High Temperature Standby on, 15 minutes after entering Energy Saver mode the heater power is not turned off.
[2] Values for when no options are installed.
[3] 2.4W when the optional G4 unit is installed, 2.4W when the optional G3 unit is installed, 6.0W when the optional NIC FAX Kit is installed, 13W or 16W (with NIC FAX Kit) when the optional printer interface is installed.

- Documents already stored in memory will still be sent, and fax reception is still possible. When a fax is received, the machine prints it out then returns to Energy Saver mode.

- In Energy Saver mode, the operation panel display goes blank. However, if a message is received using Substitute Reception or Confidential Reception, an indicator will light to inform you. If the Substitute Reception indicator or Confidential Reception indicator is lit or flashing, exit Energy Saver mode and take appropriate action.

🔧 Limitation

❒ The machine switches to Low Power Standby mode as long as the following apply:
- Low Power Standby mode is turned on
- The machine is not being used
- The heater temperature is low

- Remaining memory is 100%
- No documents are awaiting transmission
- Substitute Reception is turned on
- The optional PC-FAX Expander are not installed
- No error message is displayed
- No document is set in the ADF
- No document is set in the bypass tray

Note

❒ When the machine is shipped, Low Power Standby is selected as the default Energy Saver mode. You can change this with the User Parameters. ⇒ P.236 *"Changing the User Parameters"*

❒ When the machine is shipped, High Temperature Standby Mode is turned off by default. You can turn High Temperature Standby Mode on or off with the User Parameters.

Reference

Another power saving feature, Night Timer, is also available. ⇒ P.234 *"Night Timer"*.

Use this feature to have the machine automatically enter and exit Low Power Standby mode at certain times of the day. Documents received in Low Power Standby mode are stored in memory and printed when the Night Timer "on" time is reached. To exit this mode manually, just press the 【**Clear Modes/Energy Saver**】 key. Any received documents will be printed, and if the machine is not used for about 5 minutes, the heater will be turned back off.

Entering Energy Saver Mode

The machine will enter this mode under two situations:

- When the machine is not used for a certain period of time

  ### *Note*

  ❒ When the machine is shipped, this period is set to 5 minutes. If you wish to change the period, please contact your service representative.

- When the 【**Clear Modes/Energy Saver**】 key is pushed down for about 2 seconds.

Exiting Energy Saver Mode

There are three ways to exit this mode:

- Press the 【**Clear Modes/Energy Saver**】 key.
- Set a document.
- If you have an optional telephone handset installed, lift the handset.

1

Adjusting the Printing Density

You can economize on toner by adjusting the image density used when generating all printed output (Output Density), or for just incoming faxes, reports and lists (Toner Saving).

Output density

This setting specifies the image density used for printing incoming faxes, reports, lists and copies.

Three levels are available: Dark, Normal, Light.

Note

❒ When the machine is shipped, the default setting is Normal. You can change this with the User Parameters.⇒ P.236 *"Changing the User Parameters"*

Toner saving

Use this feature to save on over 50% of the toner used for printing incoming faxes, reports and lists.

Limitation

❒ This feature does not apply to copies, or prints made with the printer option. However, the optional Printer Interface has its own toner saving function.

❒ If this feature is turned on, it invalidates the Output Density feature and image density is fixed at Normal.

Note

❒ When Toner Saving is turned on, printed images will come out lighter than usual. To check on the image quality, print out the User Parameter List. ⇒ P.242 *"Printing the User Parameter List"*

❒ If the other party sends you a fax using the Photo (Halftone) setting, the printed fax image may differ from the document image.

❒ When receiving faxes sent using Photo (Halftone) mode from this maker's machines, turn Toner Saving off.

❒ When the machine is shipped, Toner Saving is turned off by default. You can turn Toner Saving on or off with the User Parameters. ⇒ P.236 *"Changing the User Parameters"*

Boxes

The following functions are for delivery and transfer of messages:

- Personal Box
- Information Box
- Transfer Box

By using SUB and SEP codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.

For how to set up these functions, see P.289 *"Box Settings"*.

For how to print out and delete messages stored in boxes, see P.154 *"Box File Manager Functions"*.

Note

❒ The combined total of items that can be stored with the Personal Box, Information Box and Transfer Box features is 150. Installing the optional Function Upgrade Card increases this capacity to 400 items.

❒ SUB and SEP codes can be up to 20 digits long and contain digits,

spaces, pound signs (#), and a sterisks (*).

Personal Boxes

This feature lets you set up the machine so that incoming messages addressed to certain users are stored in memory instead of being printed out immediately. Each user must be assigned a SUB Code (Personal Code) that has been designated as a Personal Box beforehand. When the other party sends their message, they specify the SUB code of the user they are sending to. When the message is received, it is stored in the Personal Box with the matching SUB Code. In order to print a message received into a Personal Box, you must enter the SUB code assigned to that Personal Box. This enables several individuals or departments to share a single fax machine yet be able to differentiate between messages. Furthermore, if you specify a receiver for the Personal Box, instead of being stored in memory, incoming messages with this SUB code appended are forwarded directly to the destination you specify.

GFSINB0N
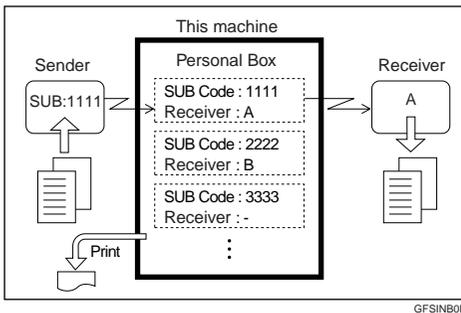
✐ Note

❒ To be able to receive messages into a Personal Box, you must inform the sender of the SUB code registered for that Personal Box, and ask them to send the message us-

ing SUB Code Transmission with that SUB code.

❒ When messages have been received into Personal Boxes, the Confidential Reception/Memory Lock indicator lights and the Confidential File Report is printed.

❒ If a Personal Box is assigned a receiver, incoming messages are transferred to that receiver with a forwarding mark(⇒ P.269) stamped on them. If a receiver is not assigned, see Printing Personal Box Messages on P.154 *"Printing Personal Box Messages"* for how to print these messages out.

Information Boxes

Use the Information Box feature to set up the machine as a fax information service or document server. By scanning documents into Information Boxes, other parties can receive these messages whenever they request them.

To check on the contents of Information Boxes, use the Print Information File function .

GFKEIB0N
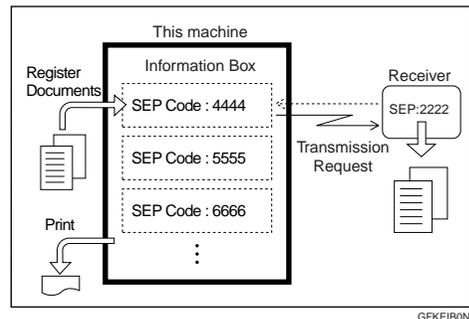
✐ Note

❒ Register documents for this feature using the*"Storing Messages in Information Boxes"* ⇒ P.155..

❒ For other another party to be able to retrieve a message registered in

1

an Information Box, you need to inform them of the SEP code assigned to that Information Box.

❒ When a SEP Code Polling Reception request is made by another party, the SEP code they specify is compared with the SEP code registered in that Information Box. If the codes match, the message stored in the Information Box is sent to the other party automatically.

❒ To check on the contents of Information Boxes, use the *"Printing Information Box Messages"* ⇒ P.156.

Transfer Boxes

This feature turns your machine into a fax relay station. Documents sent with a SUB Code that matches the SUB Code registered as a Transfer Box are received then relayed to the registered receiver.

Since documents can be sent to multiple destinations in a single transfer request, you can economize on communication costs when sending to remote destinations.

GFCYUB0N
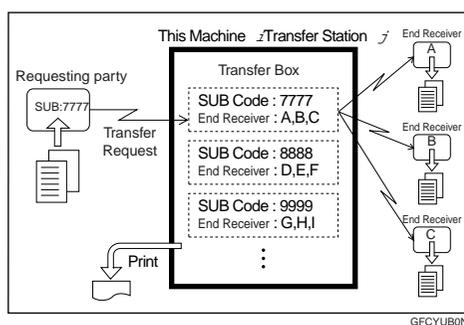
Note
❒ Inform the requesting party of the SUB code assigned to the Transfer Box. When they wish to have a message transferred by your machine, ask them to send the mes-

sage using SUB Code Transmission and specifying this SUB code. If a password is also registered, inform of this too and ask them to enter it for the SID code.

Restricted Access

Use this feature to restrict access to the machine or monitor machine usage by user or department. When turned on, users must enter a previously assigned code before they can use the machine.

Preparation
In order to use this feature you need to register Personal Codes (Personal Box SUB Codes) beforehand.⇒ P.289 *"Registering/Editing Personal Boxes"*

Note
❒ When the machine is shipped, this feature is turned off by default. Turn it on or off with the User Parameters.⇒ P.236 *"Changing the User Parameters"*

❒ The machine returns to the state where a Personal Code must be entered to use the machine in the following situations:

• The machine is not used for a certain time

• A previously set document is removed

• The current operation is completed

❒ You can control at what times of the day Restricted Access is turned on by linking it to the Night Timer feature with the User Parameters (⇒ P.236). If you do this, Restricted Access is turned on at the Night

Timer "on" time, and turned off at the Night Timer "off" time.

❒ When Restricted Access is turned on, incoming faxes are received and printed as normal.

❒ User names printed on all reports are those used by the Personal Box feature.

A **Check that the Restricted Access display is shown.**

```
Enter personal code(SUB)
Personal Code:
              Space           OK
```
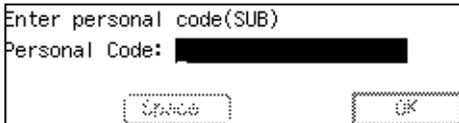
B **Enter your user code with the number keys.**

C **Press [OK].**

✎ Note

❒ If the code you entered does not match any of the Personal Box SUB codes, a warning message is displayed and the screen in step A reappears.

❒ When Restricted Access is turned on and you enter a user code to use the machine, Personal Code Transmission is selected by default.

TX/RX File Save Function

This feature requires the optional Fax Feature Expansion Card and optional 40M Expanded Memory Card.

When turned on, sent or received messages are automatically saved to memory. Once stored you can then check on previous communications and print them out as necessary.

⚠️ Important

❒ If a TX/RX file is saved in memory, it does not guarantee that the communication was successful. Messages that were not delivered, or generated an error are also stored.

✪ Limitation

❒ If any of following features are used, messages are not stored in memory:

- Immediate Transmission
- Confidential Transmission
- Polling Transmission
- Confidential Reception
- Memory Lock Reception
- Transfer Request Reception
- Polling Reception
- Auto Documents
- Memory Forwarding
- Optional Fax On Demand

❒ When free memory goes below 50%, the oldest stored message is erased.

✎ Note

❒ When the machine is shipped, this feature is turned off by default. Turn it on or off with the User Parameters.⇒ P.236 *"Changing the User Parameters"*

❒ By default, both transmissions and receptions are stored. Your service representative can change this to one of the following options:

- Transmissions Only
- Receptions Only

Multi-Port Unit (Option)

If you install the optional G3 unit, or optional G4 unit, two communica-

tions on separate lines can take place simultaneously.

❡ Limitation

❒ Although a single ISDN line can handle two separate line communications, if you connect to ISDN via a PABX, only one line communication is possible.

❒ This machine does not support G4+G4 communication.

❒ The machine cannot use two lines for a single operation. For example, when broadcasting to multiple destinations in a single operation, you cannot send to one destination at the same time as sending to another.

❒ Immediate Transmission cannot take place simultaneously with another communication.

❒ It is not possible print a received document when two simultaneous communications are taking place.

❒ On-hook Dial only works with the main line that the machine is connected to. ⇒ P.59 *"On-Hook Dial"*

✐ Note

❒ The standard machine supports a single PSTN line connection.

❒ The optional G3 unit supports a single extra PSTN line.

❒ Your service representative can set the optional G3 unit for reception only. Contact your service representative for details.

❒ The optional G4 unit supports a single ISDN line.

❒ The following table lists the various possible protocol permutations:

Machine Configuration	Connected Line Types	Possible Protocol Combinations
Base machine only	PSTN	G3
Base machine + optional G3 unit	PSTN + PSTN	G3 + G3
Base machine + optional G4 unit	PSTN + ISDN	G3 + G4
	ISDN	I-G3 + G4

❒ When multiple communications are taking place at the same time, the display shows the communication that started first.

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Acceptable Types Of Documents

Set documents after all ink and correcting fluid has completely dried. If the document is not completely dry, the scanner glass will be marked causing black lines to appear on copies and sent faxes.

Acceptable Document Sizes

Where document is set	Acceptable document size	Maximum number of sheets	Paper thickness
Auto Document Feeder (ADF)	• Maximum size 304 × 600mm, 11.97"× 23.62" • Minimum size 148 × 105mm, 5.83" × 4.2"	• DLT: 30 • LG: 40 • LT: 75	0.05 to 0.2mm(50-80g/m^2, 16-24 lb paper)
Bypass Tray	• Maximum size 304 × 1200mm, 11.97" × 47.24" • Mimimum size 148 × 105mm, 5.83" × 4.13"	1	0.05 to 0.3mm(50-120g/m^2, 16-36 lb paper)

Documents unsuitable for the Auto Document Feeder (ADF)

Do not set the following types of documents in the Auto Document Feeder (ADF) because they may be damaged.

- Documents of sizes other than those specified in the previous table
- Documents containing staples or clips
- Perforated or torn documents
- Curled, folded, or creased documents
- Pasted documents
- Documents with any kind of coating, such as art paper, aluminum foil, carbon paper, or conductive paper
- Documents with indexes, tags, or other projecting parts
- Documents of inappropriate weight (see table above)
- Documents with a smooth or shiny front surface
- Documents with pencil writing on the back

1

Note

❒ To avoid damage to important document or documents through mishaps, such as paper jams, we recommend that you set copies of such documents.

Documents unsuitable for the Document Bypass Tray

Setting any of the following types of document in the document bypass tray could cause a paper jam and/or damage to documents:

• Documents of sizes other than those specified in the previous table

• Perforated or torn documents

• Curled, folded, or creased documents

• Pasted documents

• Documents with any kind of coating , such as art paper, aluminum foil, carbon paper, or conductive paper

• Documents with indexes, tags, or other projecting parts

• Thin and soft documents

• Sticky documents such as translucent paper

Paper Size and Scanned Area

GFGYOM0N
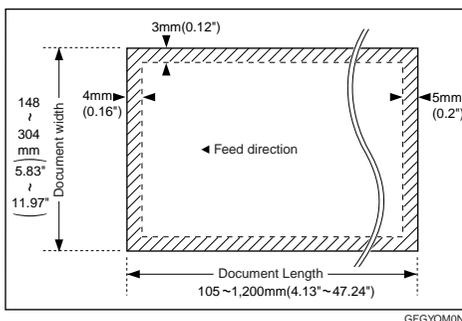
Note

❒ Even if the document is correctly in the Auto Document Feeder (ADF), the shaded areas shown in the above illustration can not be guaranteed to be scanned.

❒ If the receiver uses paper narrower than the document, the image will be reduced to fit the paper width. ⇒ P.81 *"Auto Reduction"*

❒ The machine detects paper sizes in the following ways.

• When you set a document in the Auto Document Feeder (ADF), a document wider than about 9.53" is scanned as LT/LG size wide. A document wider than about 10.79" is scanned as DLT size. Documents narrower than

9.06″ will be sent as LT/LG size. You can scan in documents of up to 23.62″ in length.

1

How to Set a Document

In this manual a document can mean a single or multiple page document. You can set your documents either in the Auto Document Feeder (ADF) or document bypass tray.

Direction in Which Original is Set

The direction in which you should set the document in the Auto Document Feeder (ADF) depends on the document size:

❖ **How to set A4, B4, A3, LT, LG and DLT size documents**

Original	Where Original is set
R	R ←
R	R ←
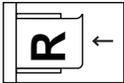
GFGSET0N

❖ **How to set A5 and B5 size documents**

Original	Direction in which to set document
R	R ←
R	R ←
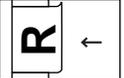
GFGSET1N

Note

❒ When sending a fax, the image output at the other end depends on the size and direction of paper used in the receiver's terminal. If the receiver does not use paper of the same size and direction as that of the document, the fax image may be output reduced, trimmed at the both edges, or divided into two or more sheets. When sending an important document, we recommend you to ask the receiver about the size and direction of the paper used in their terminal.

❒ It is possible to set A4 ▷ and A4 ▯ documents as you would A5 or B5 documents, but there is no guarantee that they will be sent correctly.

❒ Make sure that all ink, correcting fluid etc., has completely dried before setting your document. If it is still wet, the scanner glass will be marked and those marks will appear on the received image.

Setting Documents in the Auto Document Feeder (ADF)

Use the Auto Document Feeder (ADF) to scan in a stack of documents in one operation.

Limitation

❒ You can scan in documents of up to 23.7" in length.

❒ Place all the documents to be sent in a single stack.

❒ You cannot set documents in the Auto Document Feeder (ADF) one page at a time or in sheaves.

❐ Set documents with pencil writing on the back in the document bypass tray.

❐ Do not set a stack of documents containing pages of different width in the Auto Document Feeder (ADF).

❐ Do not open the Auto Document Feeder (ADF) while it is scanning the documents. Otherwise, document will be jammed.

🖉 Note

❐ Set documents more than 23.7" (600mm) long in the Document Bypass tray.

❐ If your document is bent or folded, flatten it before you set it.

🔎 Reference

For information about the sizes and number of documents that can be placed in the Auto Document Feeder (ADF), see P.32 *"Acceptable Types Of Documents"*.

A **Adjust the document guide to match the size of your documents.**

B **Align the edge of your documents and stack them in the Auto Document Feeder (ADF) face up.**

TKSG010N
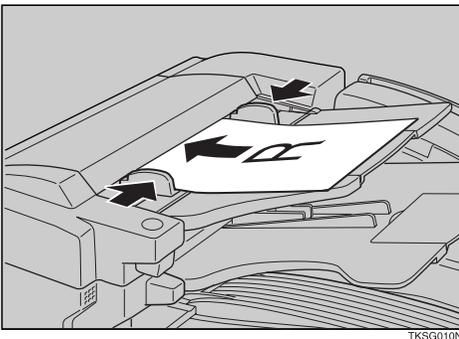
with side you wish to send face-

Setting Paper in the Document Bypass Tray

Set your document in the document bypass tray if it falls under any of the following categories:

- It is longer than 23.62" (600mm)
- The front side is shiny of smooth
- The rear side is written in pencil

📍 Limitation

❐ The machine can scan documents up to 47.24" (1,200mm) long.

❐ You can only set one page at a time in the document bypass tray.

❐ Do not set another document in the Auto Document Feeder (ADF) while a document is being scanned from the document bypass tray or a jam could occur.

A **Open the document bypass tray in the direction of the arrow.**

TKSG030N
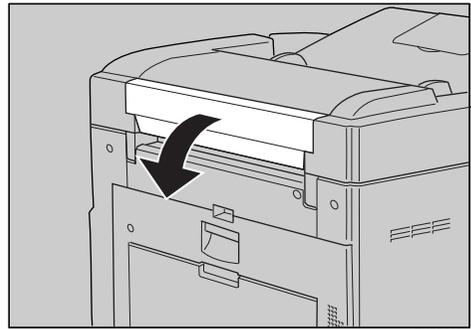
B **Adjust the document guides to match the width of your document. Then set your document**

down.

TKSG031N
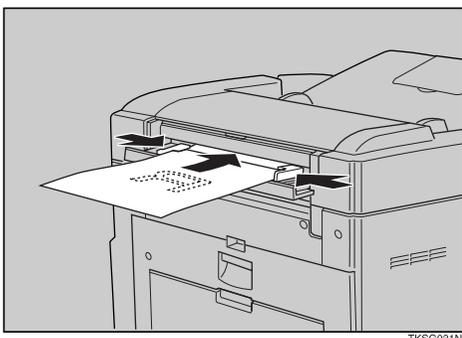
📝 Note

❒ Slowly insert the document into the document bypass feeder while it is automatically fed in.

❒ You can only set one page at a time in the document bypass tray.

❒ If your fax document or copy document is longer than 16.54" (420mm), support it with your hand.

Recommended Paper

We recommended you use this supplier's paper only.

Acceptable Copy Paper Sizes and Types

Location	Acceptable Sizes	Maximum Number of Sheets
Main Paper Tray	A4 ⊏⊐, F ⊏⊐, F4 ⊏⊐, LT ⊏⊐ ⊏⊐, LG ⊏⊐, DLT ⊏⊐	250
Optional Paper Supply Unit	A4 ⊏⊐, F4 ⊏⊐, LT ⊏⊐ ⊏⊐, LG ⊏⊐	500

Important

❒ Take the following precautions when storing paper:
- Keep paper away from direct sunlight
- Keep paper in a dry environment (less than 70% humidity)
- Store on a flat surface
- Keep unpacked paper in a vinyl bag to avoid absorption of moisture

Unacceptable Paper Types

To avoid paper jams, do not load the following kinds of paper:
- Curled, folded, of creased paper
- Torn paper
- Perforated paper
- Rough paper
- Thin and soft documents
- Smooth or shiny paper

Note

❒ If you use rough grained paper, printed output may not be clear.

Changing the Paper Size

This section explains how to change the size of paper set in the main paper tray and the optional paper supply unit.

🔎 Reference

For acceptable paper types, directions, sizes and capacity, see P.38 *"Recommended Paper"*.

Changing the Paper Size in the Main Paper Tray

A **Pull the paper tray fully out until it stops, then lift it out with both hands.**

TKSY170N
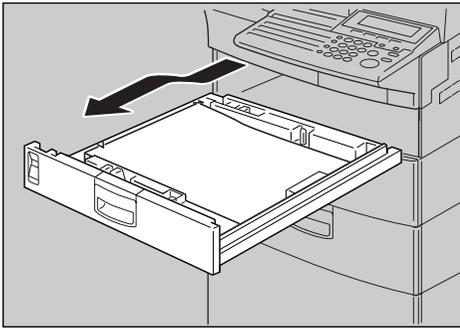
B **Push down on the paper until the base plate clicks.**
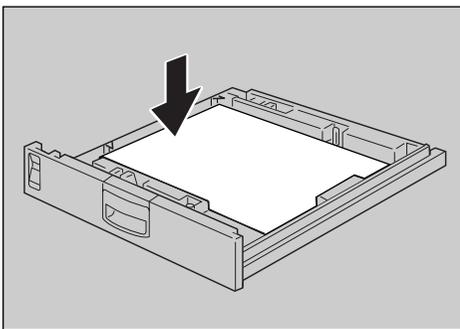
TKSY180N

E **While holding in the green release laver, adjust the front fence**

C **Remove the paper.**

TKSY181N

D **Adjust the dial to match the paper size.**

TKSY190N

⚠️ Important

❒ If the dial does not match the size and direction of loaded paper, parts of printed images may be missing and paper jams could occur.

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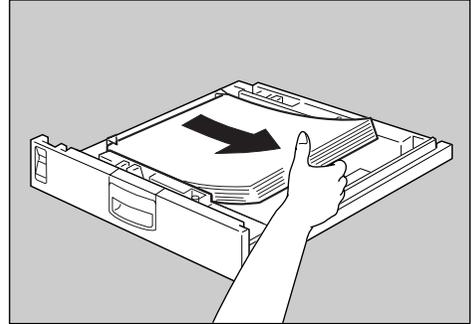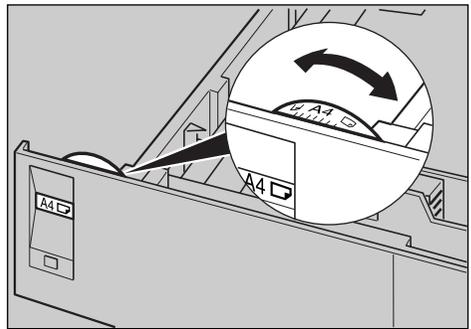
to match the new paper size.
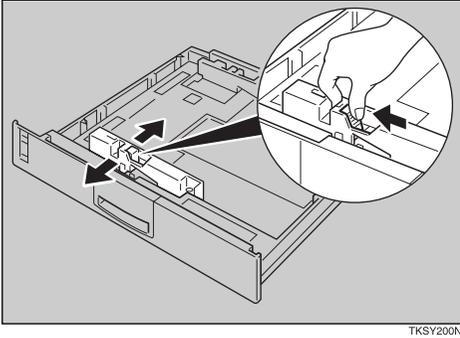
TKSY200N

✐ Note

❒ The front fence might be fixed by screw.

F Make sure that the front fence is aligned with the size line on the base of the paper tray.
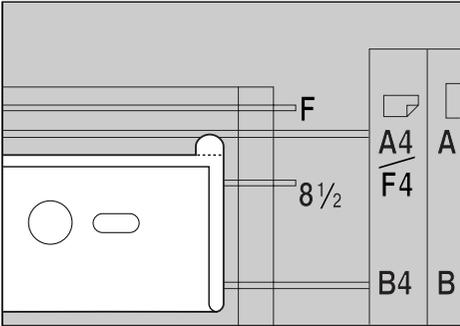
TKSY210N

G Remove the two green screws on the rear fence as shown.

TKSY220N

K While squeezing in the sides of
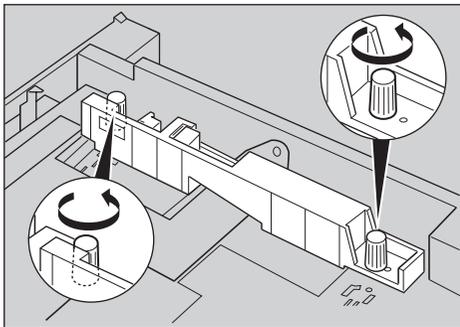
H While holding in the green release laver, align the rear fence to the new paper size.
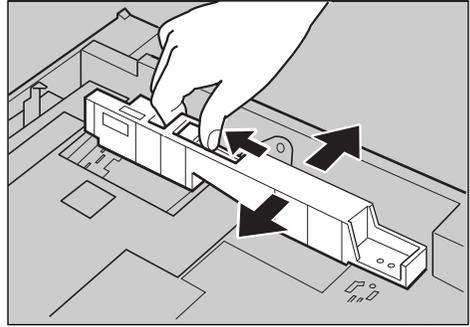
TKSY230N

I Check that the rear fence is set in the correct position.

Make sure that the holes in the base of the paper tray are properly aligned with the holes in the rear fence.
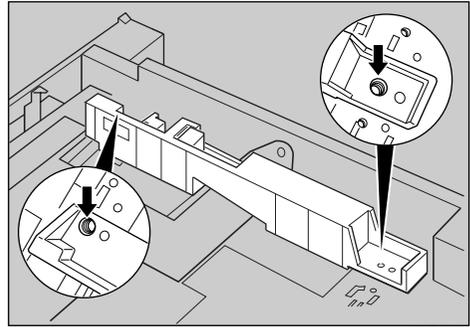
TKSY240N

J Fix the rear fence with the two screws you removed in step G.

TKSY250N

the side fence, lift it out.

TKSY260N

⓬ Replace the side fence so that it matches the new paper size.
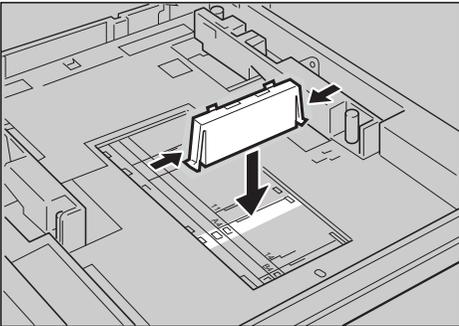
TKSY270N

⚠️Important

❒ Make sure the tags at the bottom of the side fence are properly inserted.

⓭ Prepare the new paper, then insert it under the left and right metal tabs as shown.

Fan the paper stack and insert it with the side you wish to point onto face-up.
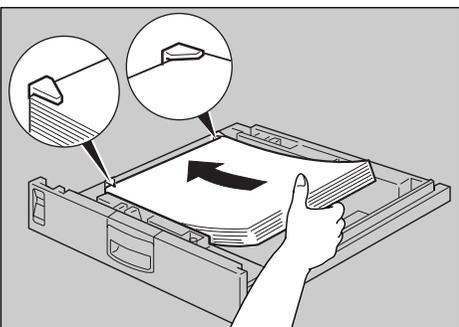
TKSY280N

⚠️Important

❒ Do not load a stack of paper that exceeds the limit mark.

📌 Limitation

❒ You can set up to 250 sheets in the main paper tray.

⓮ Gently return the paper tray to its original position.

Changing the Paper Size in the Optional Paper Supply Unit

❶ Pull the paper unit fully out until it stops, then lift it out with both hands.
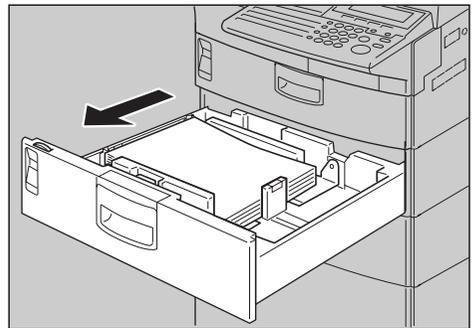
TKSY290N
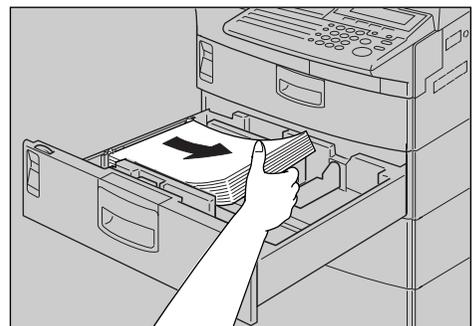
❷ Remove the paper.

TKSY300N
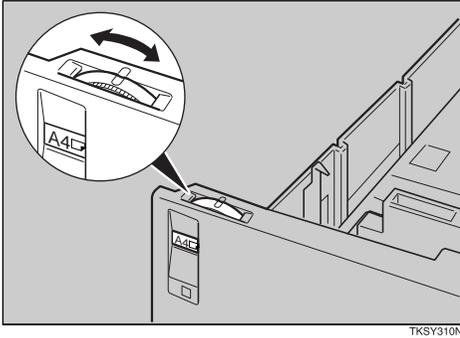
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C **Adjust the dial to match the paper size.**

TKSY310N

⚠️**Important**

❒ If the dial does not match the size of loaded paper, parts of printed images may be missing and paper jams could occur.

D **While holding in the green release lever, adjust the front fence to match the new paper size.**

TKSY320N
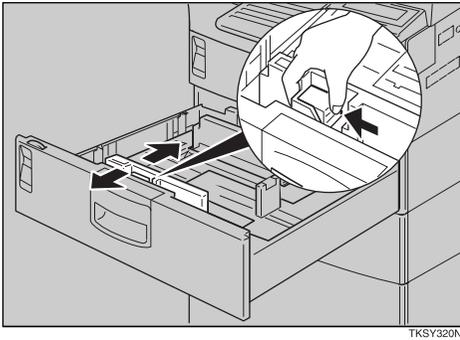
📝**Note**

❒ The front fence might be fixed by screw.

E **While squeezing in the sides of the side fence, lift it out.**
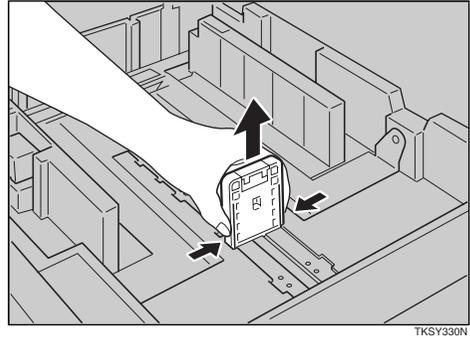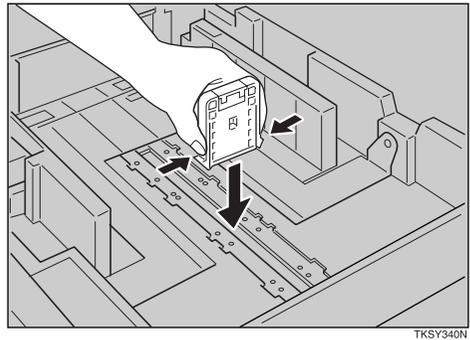
TKSY330N

F **Replace the side fence so that it matches the new paper size.**

TKSY340N

⚠️**Important**

❒ Make sure the tags at the bottom of the side fence are properly inserted.

G **Prepare the new paper, then insert it under the left and right metal tabs as shown.**

Fan the paper stack and insert it with the side you wish to print onto face-up.
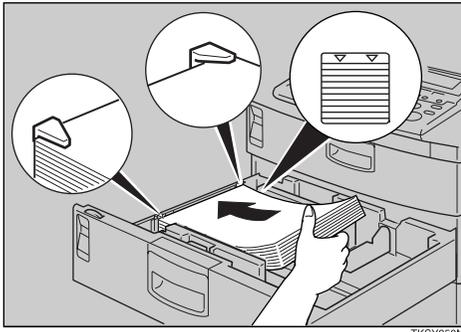
TKSY350N

⚠️Important

❒ Do not load a stack of paper that exceeds the limit mark.

❗ Limitation

❒ You can set up to 500 sheets in the paper unit.

⑧ Gently return the paper supply unit to its original position.

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2. Sending a Fax Message

Overview

Overview

The basic procedure to send a fax message is:

① Set your document.

② Dial the number.

③ Press the 【Start】 key.

The rest of this section describes these steps and the various features that are available in more detail.

There are two ways to send a fax message:

- Memory Transmission
- Immediate Transmission

Check the indicators on the operation panel to check which mode is currently active and press the 【Transmission Mode】 key to toggle between them.

Memory Transmission

In Memory Transmission mode, after you press the **【 Start 】** key, the machine doesn't dial the destination until all pages of your fax message have scanned into memory (in contrast with Immediate Transmission, where the number is dialed first and pages are scanned and sent one by one).

Memory Transmission is useful because:

- You can take your document away from the machine without having to wait too long

- While your message is being sent, other people can use the machine

- You can send the same message to more than one destination in a single operation. This technique is referred to as Broadcasting.

⚙️**Important**

❒ If there is a power failure, the power switch is turned off, or the plug is pulled out for more than 1 hour, all files stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted files.⇒ P.178 *"When Power is Turned Off or Fails"*

💡 **Limitation**

❒ If memory is full (0% appears on the display), Memory Transmission is disabled. In this case use Immediate Transmission instead.

📝 **Note**

❒ Maximum number of Memory Transmission files: 250 (1,000 when the optional Function Upgrade Card is installed)

❒ Maximum number of destinations per Memory Transmission: 250

❒ Combined total number of destinations that can be stored: 500 (2,000 when the optional Function Upgrade Card is installed)

❒ The number of pages that you can store in memory depends on the original document images and the scan settings. You can store up to 160 standard pages (ITU-T No.1 chart, Resolution: Standard, photo mode: off).

❒ As default, the machine will return to the default transmission mode (Memory Transmission) after every transmission. You can change this so that the current mode is maintained. ⇒ P.236 *"Changing the User Parameters"*

❒ You can expand the amount of memory available for storing documents by installing either of the following options:

- 2M Expanded Memory Card: Up to about 320 pages.

- 4M Expanded Memory Card: Up to about 480 pages.

- 40M Expanded Memory Card: Up to about 1,200 pages.

- 40M Expanded Memory Card and Function Upgrade Card: Up to about 3,000 pages.

❒ The maximum number of fax numbers you can dial with the number keys when sending a fax to multiple destinations depends on the machine configuration:

- 100 on standard models

- 1,000 when the optional Function Upgrade Card is installed

A **Make sure that the Memory Transmission indicator is lit.**
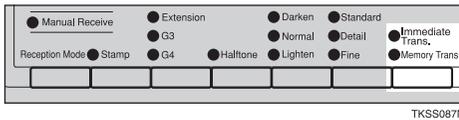
If it is not lit, press the 【Transmission Mode】 key.

B **Set your document.**

✎ **Note**

❒ The document can be placed at any time up until you press the 【Start】 key.

⌕ **Reference**

P.35 *"How to Set a Document"*

C **Select any scan settings you require.**

⌕ **Reference**

P.62 *"Scan Settings"*

D **Dial the destination number. If you wish to send the same message to more than one destination, press [Add] and dial another destination. Repeat this step for all destinations.**
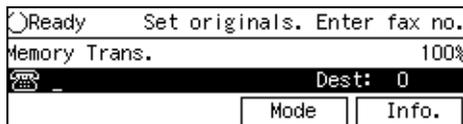
✎ **Note**

❒ If you make a mistake, press the 【Clear】 key or 【Stop】 key and try again. The 【Clear】 key deletes one character at a time, and the 【Stop】 key deletes the whole line.

❒ When dialing with the **number** keys or using Chain Dial(⇒ P.73), you can select the line

After transmission the machine

type (G3 or G4) before pressing **[Add]** in step **D**.

❒ If you do not set a document within 1 minute of entering a destination fax number, the transmission is canceled.

❒ If the "No Documents, No Dial" function is turned on, you cannot dial before setting your document.⇒ P.81 *"No Document, No Dial"*

⌕ **Reference**

P.67 *"Dialing"*

P.65 *"Selecting the Line"*

E **Press the 【Start】 key.**
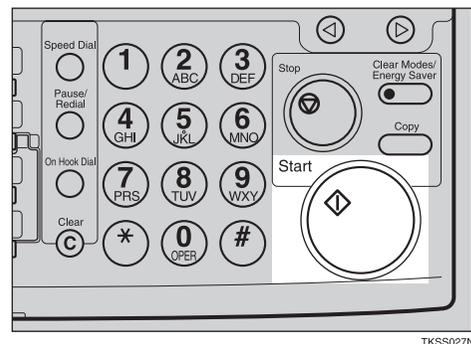
The machine starts scanning the document.

The machine connects to the destination. The name or fax number which is programmed as the RTI or CSI in the other party's fax machine is shown on the display.
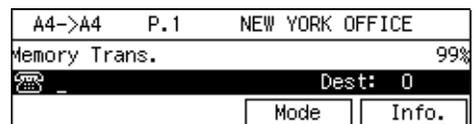
⌕ **Reference**

P.21 *"Registering your RTI and TTI"*

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will return to standby mode.

```
○Ready    Set originals. Enter fax no.
Memory Trans.                      100%
☎ _                       Dest:  0
                    Mode  │  Info.
```
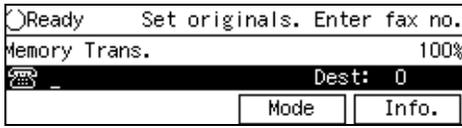
❖ **Checking the transmission result**

Turn on the Communication Result Report if you want a report to be printed after every successful transmission.⇒ P.50 *"Communication Result Report (Memory Transmission)"*

If you leave the Communication Result Report off, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.

If you turn the Communication Result Report off, the Communication Failure Report will be printed when a communication fails.

You can also check the transmission result by examining the Journal.⇒ P.142 *"Printing the Journal"*

You can print the Journal or view it on the display panel.⇒ P.136 *"Checking the Transmission Result (TX Status)"*

❖ **Sending a fax straight away**

When you wish to send a fax straight away, use Immediate transmission. If a Memory Transmission is in progress, the display will switch to transmission standby and as soon as the current transmission has finished, the Immediate Transmission will start automatically.⇒ P.55 *"Immediate Transmission"*

If already sending to more than one destination with Memory Transmission and your document has already been scanned in,

Broadcasting is interrupted to allow the Immediate Transmission to be sent.

However, if a transmission other than the current transmission is on standby, that document is sent first causing your Immediate Transmission to take a little longer.

❖ **Auto Redial**

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 4 times at 5 minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints the Communication Result Report or Communication Failure Report.⇒ P.50 *"Communication Result Report (Memory Transmission)"*, P.51 *"Communication Failure Report"*

❖ **Broadcasting Sequence**

If you dial several destinations for the same message (Broadcasting) the messages are sent in the order in which they were dialed. If the fax message could not be transmitted, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations A through D for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

❖ **Broadcasting: Checking Progress**

To check which destinations the fax message has been sent to so far, print the TX file list.⇒ P.135

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"Printing a List of Files in Memory (Print TX File List)"

❖ **If memory runs out while storing a document**

If you run out of memory while storing a document (free space reaches 0%), the following display will appear:

```
Memory has reached its limit.
Document being loaded was deleted.
```
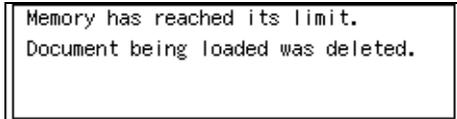
❖ **When there is a document jam**

① Check the message on the display then press **[OK]**.

```
Open cover marked by the
arrow and remove the
document.
                          OK
```
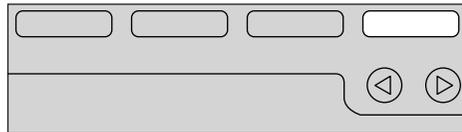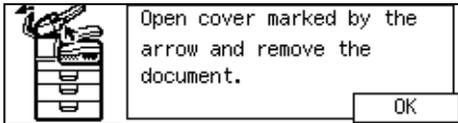
TKSS045N

② Remove the document.

$\mathcal{P}$**Reference**

P.166 *"Clearing Document Jams"*.

❖ **Batch Transmission**

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your document. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce transmission time.

Fax messages for which the transmission time has been set in advance are sent by Batch Transmission when that time is reached.

🖉 **Note**

❐ By default Batch Transmission is switched on. You can switch it on or off with the User Parameters.⇒ P.236 *"Changing the User Parameters"*

❐ If you store the Batch Transmission function in a User Function key (**[F1]** to **[F5]**), you can turn it on or off by just pressing that key. The User Function key indicator will light when Batch Transmission is turned on.

❖ **Dual Access**

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report.

Since the machine starts sending the second message immediately after the current transmission terminates, the line will be used efficiently.

Note that during Immediate Transmission, when copying, or when the User Tools menu is open, the machine cannot scan in documents.

❖ **ECM (Error Correction Mode)**

This feature automatically resends data that wasn't transmitted successfully using a system that complies with international standards. ECM requires that the destination machine has the same feature.

❖ **Parallel Memory Transmission**

With Parallel Memory Transmission the machine dials the destination while the document is being scanned in. Standard Memory

Transmission stores the document in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the document faster than Immediate Transmission and is useful when you are in a hurry and need to use the document for another purpose.

📝 Note

❒ By default this feature is turned on. You can change this with the User Parameters.⇒ P.236 *"Changing the User Parameters"*

🌡 Limitation

❒ Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases:

- When the line is busy and could not be connected to
- With Send Later
- With Transfer Request
- With Duplex Original
- When you store a document for Memory Transmission while another communication is in progress
- When two or more destinations are specified
- When you send just an Auto Document
- With Image Rotation

❒ If you press the 【Stop】 key, the document jams, or memory becomes full during Parallel Memory Transmission, the machine stops transmitting and prints the Communication Result Report (Memory Transmission). The file is erased.

❒ Total stored page numbers are not printed with Parallel Memory Transmission. Only the page numbers are printed, such as P.1, P.2 not $^{1}/_{2}$, $^{2}/_{2}$

📝 Note

❒ If you run out of memory, normal Memory Transmission takes place. When and if this happens varies depending on the various options you have installed.

File Reserve Report (Memory Transmission)

This report is printed after a document is stored in memory. It helps you review the contents and registered destinations of documents stored for transmission. Even if the machine is set up not to print this report, it is still printed if a document could not be stored.

🌡 Limitation

❒ This report is not printed for messages sent using Parallel Memory Transmission.

📝 Note

❒ You can turn this report on and off. By default it is not printed.⇒ P.236 *"Changing the User Parameters"*

❒ You can choose whether to include part of the document image on the report (part of the image is printed by default).⇒ P.236 *"Changing the User Parameters"*

Communication Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed so you

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can check the result of the transmission. If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Communication Failure Report is printed.⇒ P.51 *"Communication Failure Report"*

Note

❒ By default this function is turned on so you need to turn it off.⇒ P.236 *"Changing the User Parameters"*

❒ You can choose whether to include part of the document image on the report (by default, part of the image is printed).⇒ P.236 *"Changing the User Parameters"*

Communication Failure Report

This report is only printed if the Communication Result Report is turned off and a message could not be successfully transmitted with Memory Transmission. Use it to keep a record of failed transmissions so you can send them again.

Note

❒ You can choose whether to include part of the document image on the report (by default, part of the image is printed).⇒ P.236 *"Changing the User Parameters"*

Canceling a Memory Transmission

Mission Before the Document is Scanned in

Perform this step if you have not pressed the **【Start】** key yet.

A **Press the 【Stop】 key.**

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Note

❒ When your document is set in the ADF, you can also cancel Memory Transmission by removing it.

Canceling a Transmission while the Document is Being Scanned in

Perform this step if you have already pressed the **【Start】** key.

A **Press the 【Stop】 key.**

TKSS026N
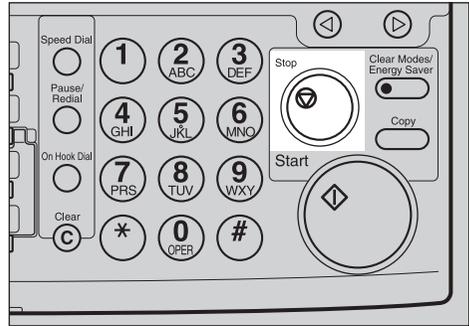
The machine will stop storing the document and the data will not be sent.
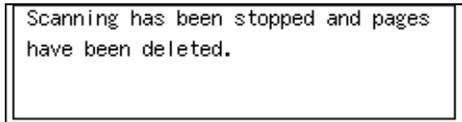
B **Check the message on the display.**

Scanning has been stopped and pages have been deleted.

When there is a document jam

➊ **Check the message on the display then press [OK].**

Open cover marked by the arrow and remove the document.

OK

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➋ **Remove the document.**

🔍Reference

P.166 *"Clearing Document Jams"*.

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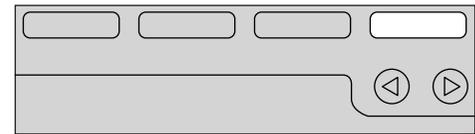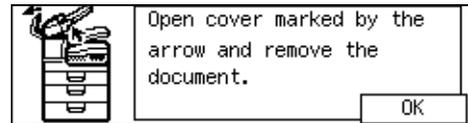
Canceling a Transmission while the Machine is Dialing

Perform these steps if scanning has finished and the machine is dialing the destination.

A Press the 【Stop】 key.
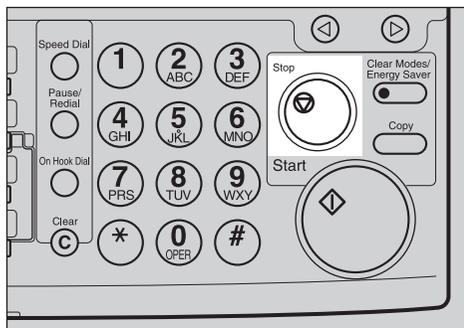
TKSS026N

B Press [Yes].
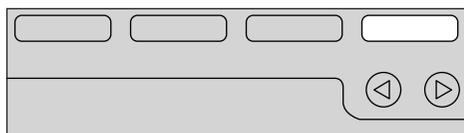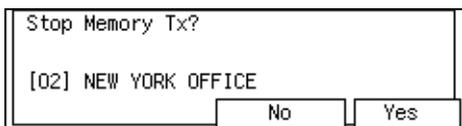
TKSS045N

Canceling a Transmission while the Message is Being Sent

Perform these steps if scanning has finished and the machine is sending the message.

❖ Limitation

❒ If a transmission finishes while you are caring out this procedure, it will not be canceled.

✐ Note

❒ If you cancel a file while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will still be received at the other end.

A Press [Info.].
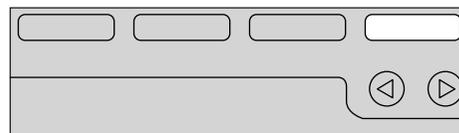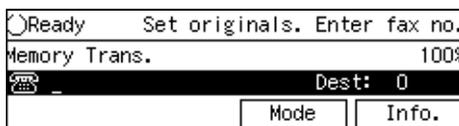
TKSS045N

The "Information" menu is shown.

B Enter the code for "Check/Cancel TX Files" with the number keys.

✐ Note

❒ If "Check/Cancel TX Files" is not shown, press [↑Prev.] or [↓Next].

C Press the ◁ or ▷ key until the file you want to delete is shown and press [Delete].

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D Press [Yes].
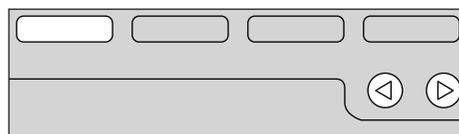
```
Delete the selected document?


                          No      Yes
```
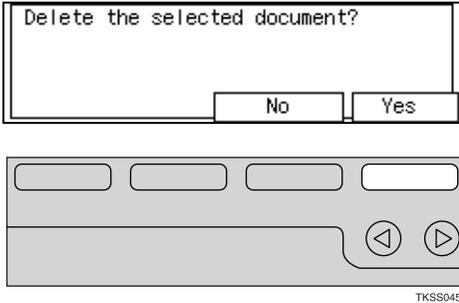
TKSS045N

The file is erased.

E Press [Exit].

```
TX Files Status: No.0012  ◁Prev. ▷Next
13/02:30PM Memory Trans.  ▸Standby
℡ CHICAGO OFFICE  Dest:  1  Pg(s)  1
 Delete || Print || Check ||  Exit
```
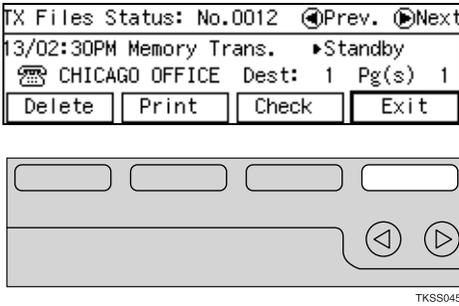
TKSS045N

📎 Note

❒ To delete another file, repeat steps C and D.

❒ If no faxes are on transmission standby, the display in step F.

F Press [Exit].

```
▓Information        Enter number ▆
01 Check/Cancel TX Files
02 Print TX File list
 ↑Prev. || ↓Next ||       Exit
```
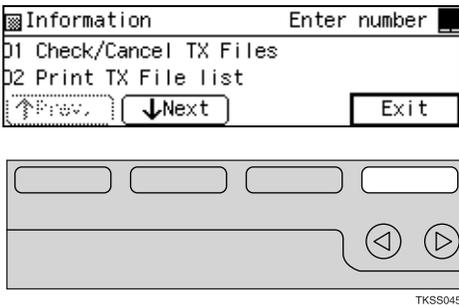
TKSS045N

Canceling a Fax that is Awaiting Transmission

To cancel a message that is awaiting transmission, see P.129 *"Canceling a Transmission"*.

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Immediate Transmission

With Immediate Transmission, when you press the 【Start】 key, the fax number is dialed straight away (i.e. immediately). The message is scanned and transmitted page by page without being stored in memory. This contrasts with Memory Transmission which scans in all pages into memory before dialing the destination.

Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check the other terminal's RTI or CSI on the operation panel during transmission).

🖉 Note

❒ You cannot send the same message to multiple destinations (Broadcasting). Use Memory Transmission for this purpose.

❒ If the Back Up Transmission feature is turned on, you cannot send using Immediate Transmission.

❒ By default, the transmission mode selected when the machine is turned on or when modes are cleared (transmission mode home setting) is Memory Transmission. You can change this with the User Parameters.⇒ P.236 *"Changing the User Parameters"*

❖ Auto Redial

If a connection to the other party could not be made (e.g. because the line is busy), the machine redials up to twice at 1 minute interval.

❖ ECM (Error Correction Mode)

This feature automatically sends data that wasn't transmitted successfully again using a technique called ECM, an internationally recognized protocol (requires that the destination machine has the same feature).

A **Make sure that the Immediate Transmission indicator is lit.**

TKSS087N
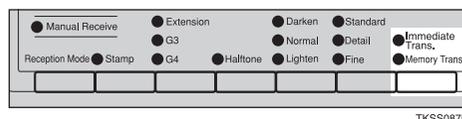
If it is not lit, press the 【Transmission Mode】 key.

B **Set your document.**

🖉 Note

❒ You can set the document any time up until you press the 【Start】 key.

🔎 Reference

How to set a document, see P.35 *"How to Set a Document"*.

C **Select any scan settings you require.**

🔎 Reference

P.62 *"Scan Settings"*

D **Dial the destination number.**

🖉 Note

❒ If you make a mistake, press the 【Clear】 key or 【Stop】 key and try again. The 【Clear】 key deletes one character at a time, and the 【Stop】 key deletes the whole line.

55
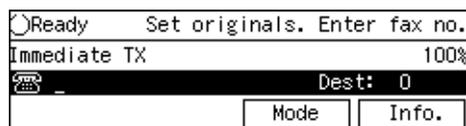
❒ If you are dialing with the number keys or Chain Dial (⇒ P.73), you can select the line to use (G3 or G4).

$\mathcal{P}$ Reference

P.67 *"Dialing"*

P.65 *"Selecting the Line"*

E **Press the 【Start】 key.**

TKSS027N
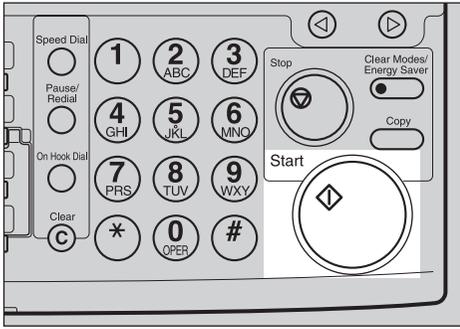
The machine calls the destination. While it is dialing, the number or name which is programmed as the RTI or CSI in the machine of the other party is shown on the display. When connected, the machine starts scanning the document.

```
Dialing          DESIGN
Please Wait      A4->A4        1Page
☏  3618
                          File No.0031
```
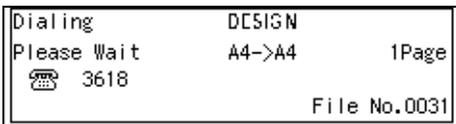
$\mathcal{P}$ Reference

P.21 *"Registering your RTI and TTI"*

After transmission the machine will return to standby mode.

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                     100%
☏ _                        Dest:  0
                      Mode  ||  Info.
```
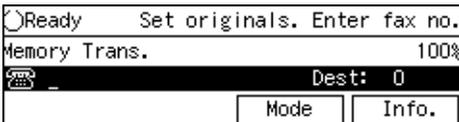
If the connection could not be made

A **If it was not possible to make a connection with the number you dialed (e.g. the line was busy or there is a line problem), the following display will appear:**

```
Could not connect with other party.
Select Memory Tx or Cancel.

                    Mem Tx  |  Cancel
```
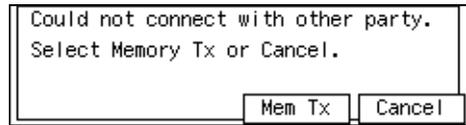
Redial and try and send the message by Memory Transmission

A **Press [Mem Tx].**

To have the machine redial and try and send the message by Memory Transmission. All documents will be scanned into memory then redialing will begin.

To cancel this transmission

A **Press [Cancel].**

The machine returns to the standby mode.

Redialing with Immediate Transmission

A **Press the 【Pause/Redial】 key.**

B **Press the 【Start】 key.**

Transmission Result Report

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not.

📎 **Note**

❒ You can switch this report on or off
with the User Parameters.⇒ P.236
"Changing the User Parameters"

Canceling an Immediate Transmission

Canceling a transmission before you have pressed the Start key

A Press the 【Stop】 key.

TKSS026N

🖉 Note

❒ When your document is set in the ADF, you can also cancel Immediate Transmission by removing it.

Canceling a transmission after you have pressed the Start key

A Press the 【Stop】 key.

TKSS026N
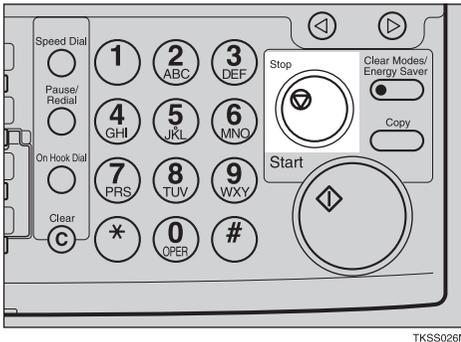
🖉 Note

❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

B Check the displayed message.

When there is a document Jam

A Check the message on the display then press [OK].

> Open cover marked by the
> arrow and remove the
> document.
> OK

B Remove the document.

℘ Reference

P.166 *"Clearing Document Jams"*

.

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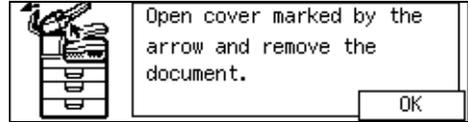
On-Hook Dial

This is just like using a connected optional handset or external telephone, except you do not have to pick up the handset before dialing. Just press the 【On Hook Dial】 key and dial the number. If you hear a voice, you can pick up the external telephone and speak with the other party.

❣ Limitation

❒ This feature is not available in some countries.

❒ You cannot use this feature with the optional G3 unit.

📝 Note

❒ You can dial with the number keys, Quick Dials or Speed Dials.

🔎 Reference

P.231 *"Monitor Volume"*

A Set your document and select any scan settings you require.

🔎 Reference

P.35 *"How to Set a Document"*

P.62 *"Scan Settings"*

B Press the 【On Hook Dial】 key.

TKSS023N

You will hear a low tone from the internal speaker. If you wish to cancel this operation, press the 【On Hook Dial】 key again.

C Dial.
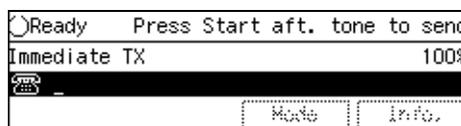
The machine dials each digit as you enter it. If you make a mistake, press the 【Stop】 key, 【On Hook Dial】 or 【Clear Modes/Energy Saver】 key and return to step B.

D When a connection is made to another fax machine (you will hear a high-pitched tone), press the 【Start】 key.
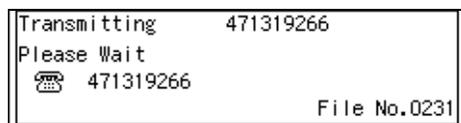
• If you hear a voice, pick up the external handset before you press the 【Start】 key and notify the destination that you want to send a fax message (ask them to switch to Fax mode).

• After transmission the machine will return to standby mode.
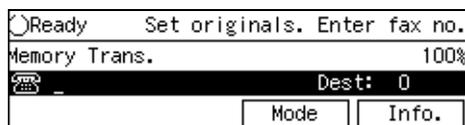
📝 Note

❒ If you wish to cancel transmission while it is in progress, press the 【Stop】 key then remove the document.

Using On Hook Dial with ISDN

This feature requires the optional G4 Unit.

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When only connecting to an ISDN line, the On Hook Dial feature becomes available for ISDN.

The following example describes how to use this feature to connect to a fax information service.

✦ Limitation

❒ You cannot use the optional handset or an external telephone with this function.

A Press the 【On Hook Dial】 key.

TKSS023N
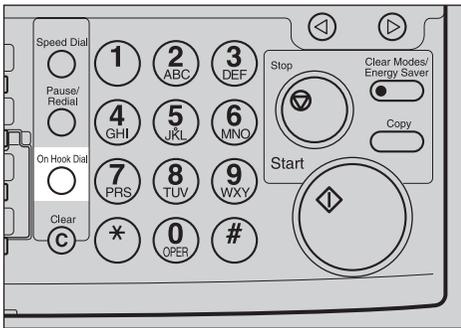
B Dial the fax number.
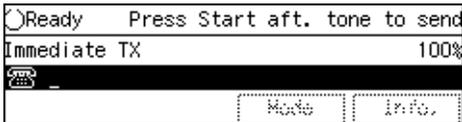
✦ Limitation

❒ Do not pause for more than 5 seconds between dialing digits. If more than 5 seconds passes, transmission will start automatically.

✎ Note

❒ If you make a mistake, press the 【On Hook Dial】 key or the 【Clear Modes/Energy Saver】 key and perform the operation again.

❒ You can also enter the sub-address and UUI. The correct input sequence is as follows:"Fax number" "/" Subaddress" "•" "UUI"

C Press [Dialing].

TKSS042N
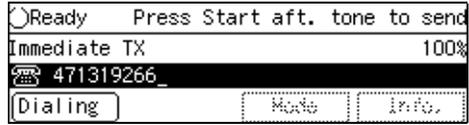
✎ Note

❒ Transmission will begin automatically 5 seconds after entering the fax number.

D Follow the instructions provided by the other party.

E When you hear a message such as "Please press the start button", press the 【Start】 key.

After a while, reception will begin.

When reception has finished, the machine will return to standby mode.

✎ Note

❒ If you wish to cancel reception while it is in progress, press the 【Stop】 key.

Manual Dial

The optional handset or an external telephone is required to use this function.

Pick up the handset or the external telephone and dial. When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message. If, on the other hand, you hear a voice at the other end, continue your conversation as you would normally over the telephone.

❗ Limitation

❒ Manual Dial does not work with ISDN lines.

❒ Results of transmissions with this feature are not mentioned in the Transmission Result Report .

🖉 Note

❒ You can specify destination with the number keys, Quick Dial or Speed Dial.

❒ If you lift the handset immediately after the machine switches to Night Timer mode, there will be no sound for a maximum of 4 seconds. When you can hear sound again, you can continue.

A **Set your document and select any scan settings you require.**

🔎 Reference

P.35 *"How to Set a Document"*

P.62 *"Scan Settings"*

B **Pick up the external telephone.**

You will hear a tone.

C **Dial.**

```
◯Handset  Press Start aft. tone to send
Immediate TX                        100%
☏ 471319266_
                        Mode      Info.
```
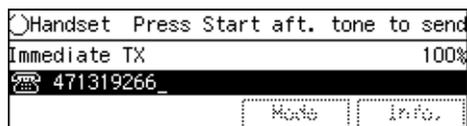
If you make a mistake, replace the external telephone and try again from step **B**.

D **When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message.**

```
Transmitting     471319266
Please Wait
☏   471319266
                          File No.0234
```
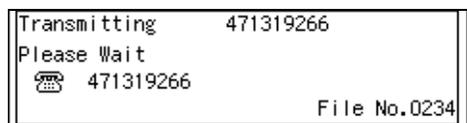
E **Replace the handset of the external telephone.**

After transmission the machine will return to standby mode.
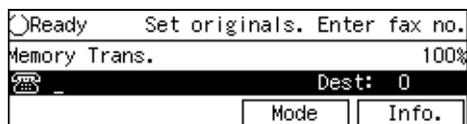
```
◯Ready    Set originals. Enter fax no.
Memory Trans.                      100%
☏ _                       Dest:  0
                        Mode      Info.
```

🖉 Note

❒ If you wish to cancel transmission while it is in progress, press the 【Stop】 key then remove the document.

Scan Settings

You may wish to send many different types of fax message. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

❖ **Resolution:**
Standard, **Detail**, **Fine**

❖ **Image density:**
Darken, **Normal**, **Lighten**

❖ **Halftone:**
Off, **On**

Resolution

Images and text are scanned into the machine by converting them to sequences of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (Fine) have high quality but transmission takes longer. Conversely, low resolution (Standard) scanning results in less quality but your document is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

❖ **Standard (8 × 3.85 lines/mm, 200 ×100 dpi)**
Select for documents containing normal sized characters.

❖ **Detail (8 × 7.7 lines/mm, 200 × 200 dpi)**
Select for documents containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

This setting scans documents using twice the resolution than that of the Standard setting.

❖ **Fine (8×15.4 lines/mm, 200×400 dpi)**
Select for documents with fine detail or when you require the best possible image clarity. This resolution is four times as fine as Standard.
This setting scans documents using four times the resolution than that of the Standard setting.

📌 **Limitation**
❐ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.

📝 **Note**
❐ When the machine is turned on or modes are cleared, the resolution is set to Standard by default. You can change this with the User Parameters.⇒ P.236 *"Changing the User Parameters"*

❐ By default, the resolution returns to the home setting after every transmission. You change this with the User Parameters.⇒ P.236 *"Changing the User Parameters"*

A **Press the 【Resolution】 key to switch between resolutions. The indicators above the key show the current selection.**
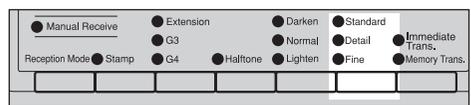
TKSS086N

Image Density

❖ **Normal**
   This is the standard image density.

❖ **Dark**
   Use if documents contain faint characters or handwriting.

❖ **Light**
   Use if the image is dark and would otherwise be reproduced as black at the other end.

Note
❒ When the machine is turned on or modes are cleared, the Image Density setting is set to Normal. You can change this with the User Parameters.⇒ P.236 *"Changing the User Parameters"*

❒ By default, the machine returns to the Image Density home setting after every transmission. You can change this with the User Parameters.⇒ P.236 *"Changing the User Parameters"*

1 Press the 【Image Density】 key until the appropriate indicator lights.

TKSS085N
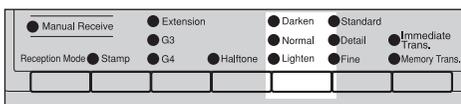
Halftone

If your document contains photographs, illustrations or diagrams with complex shading patterns or grays, select **Halftone** to optimize image clarity.

Note
❒ If you select **Halftone**, the transmission will take longer than when off is selected.

❒ If the optional JBIG unit is installed, transmission time is shortened even it **Halftone** is selected.

❒ When the machine is turned on or modes are cleared, the Halftone is set to off. You can change this with the User Parameters.⇒ P.236 *"Changing the User Parameters"*

❒ By default, the machine returns to the Halftone home setting after every transmission. You can change this with the User Parameters.⇒ P.236 *"Changing the User Parameters"*

1 Press the 【Halftone】 key repeatedly until the indicator matching the type you require is lit.

TKSS084N
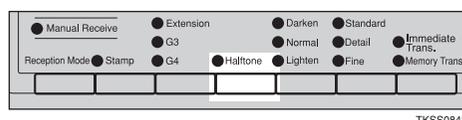
When both indicators are not lit, the Halftone settings is off.

Mixing Scan Settings in a Multiple Page Document

When sending a document consisting of several pages, you can select different Image Density, Resolution and for each page.

Set your document, select the scan settings for the first page, dial and press the 【Start】 key as you would normally. Then follow one of the following two procedures.

1 Check which pages you wish to make different scan settings for.

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B Select the Image Density, Resolution and Halftone before the next page is scanned.

```
┌─────────────────────────────────────────────────────────┐
│                    ● Extension        ● Darken  ● Standard │
│  ● Manual Receive  ● G3               ● Normal  ● Detail   ● Immediate
│                                                             Trans. │
│  Reception Mode ● Stamp  ● G4   ● Halftone ● Lighten ● Fine ● Memory Trans.│
│   ┌────┬────┬────┬────┬────┬────┬────┐                      │
│   │    │    │    │    │    │    │    │                      │
│   └────┴────┴────┴────┴────┴────┴────┘                      │
└─────────────────────────────────────────────────────────┘
                                              TKSS080N
```

2

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Selecting the Line

This feature requires the optional G3 Unit or the optional G4 Unit.

Installing all of these options expands the machine's line capacity to a maximum of 2 lines.

The optional G3 Unit connects to the PSTN, the optional G4 Unit to the IS-DN.

📍 Limitation

❒ Up to two lines can be used simultaneously.

❒ The optional G3 unit and G4 unit cannot be used together simultaneously.

❒ When sending a fax and choosing the line, you can only specify destinations with the number keys and the Chain Dial feature.

❖ G3

G3 is selected by default after power on and a reset (⇒ P.6).
If the G3 indicator is not lit, press the **【Line Selection】** key until it is.

TKSS083N

❖ Auto Display

```
◯Ready     Set originals. Enter fax no.
Memory Trans.                        100%
📞G3_                          Dest:    0
                          Mode      Info.
```

❖ G3-1 Display

```
◯Ready     Set originals. Enter fax no.
Memory Trans.                        100%
📞G3-1                         Dest:    0
                          Mode      Info.
```

❖ G3-2 Display

```
◯Ready     Set originals. Enter fax no.
Memory Trans.                        100%
📞G3-2_                        Dest:    0
                          Mode      Info.
```

❖ ISDN-G3 Display

```
◯Ready     Set originals. Enter fax no.
Memory Trans.                        100%
📞I-G3_                        Dest:    0
                          Mode      Info.
```
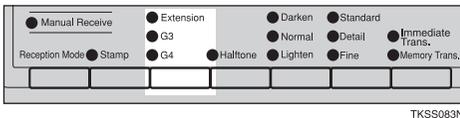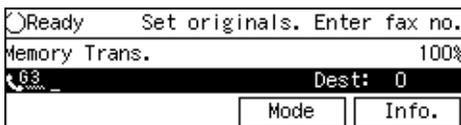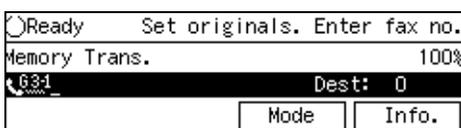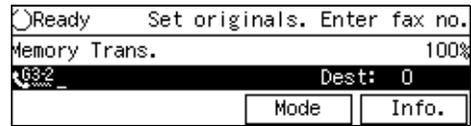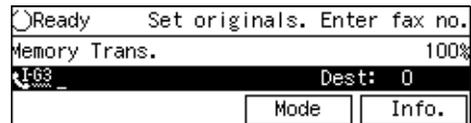
❖ G4

Press the **【Line Selection】** key to light the **G4** indicator.

TKSS083N

❖ G4 Display

```
◯Ready     Set originals. Enter fax no.
Memory Trans.                        100%
📞G4_                          Dest:    0
                          Mode      Info.
```
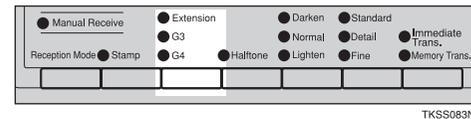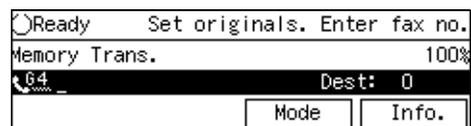
❖ Extension

Press the **【Line Selection】** key to light the **Extension** indicator.

TKSS083N
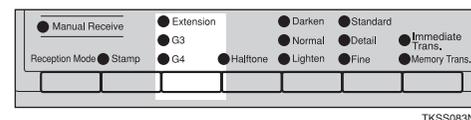
📝 Note

❒ To have the standard G3 line or optional extra G3 line treated as extension lines, adjust the User Parameters. By default, both lines are treated as outside lines.

❖ **G3 Line Selection**

G4 communication always uses IS-DN, but G3 communication can use either PSTN or ISDN. There-fore, when connected to both PSTN and ISDN and selecting G3, you can choose which line to use.

📝 **Note**

❒ When using G3 with ISDN, you can use the sub-address and UUI.

❖ **Auto Discriminate**

This function is for when G4 is se-lected. The machine first dials us-ing G4, but if the destination is PSTN, it switches automatically to G3.

💡 **Limitation**

❒ This function requires the op-tional G4 Unit.

📝 **Note**

❒ When the destination G3 uses TA (Terminal Identification) or is attached to a PABX, and con-nected to ISDN, it is detected as G4 and the machine does not switch to G3.

❖ **When you have stored the Line Select function in a User Function key**

When the optional G3 Unit or op-tional G4 Unit is installed, you can store the Line Select function in one of the User Function keys (【F1】-【F5】).

When sending a fax, pressing the User Function key enables you to select the line.

How to Select the Line

📋 **Preparation**

Store the Line Select function in a User Function key (【F1】-【F5】).⇒ P.211 "*Assigning User Function Keys*"

A Make sure that the G3 indicator is lit.

TKSS083N
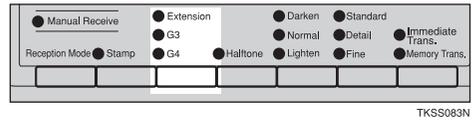
B Press the User Function key (【F1】-【F5】) with the Line Select function stored in it.

TKSS07BN
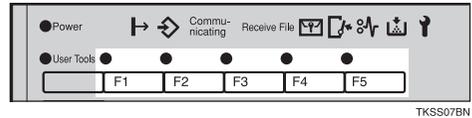
C Press the ◁▷ keys to select the line.

TKSS046N
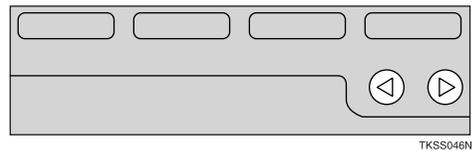
D Press [OK].

Dialing

There are three main ways to dial a number:

❖ **Number keys:**
Enter numbers directly using the keypad on the right side of the operation panel.

❖ **Quick Dials:**
When you have stored a destination's number in a Quick Dial key, you can dial the number by just pressing that key. Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

❖ **Speed Dials:**
To dial a number stored in a Speed Dial, just press the Speed Dial key followed by a 2 or 3 digit code. Like Quick Dials, you can store a name along with the number.

This following section covers these features and others in more detail.

Number Keys

Enter numbers directly using the key pad on the right side of the operation panel.

Note

❒ Maximum length of a fax number: 254 digits.

❒ You can insert pauses and tones in a fax number.⇒ P.68 *"Pause"*, P.69 *"Tone"*

❒ If the optional G4 unit is installed, you can enter a subaddress or UUI.⇒ P.72 *"Sub-address"*

❖ **Restrictions when dialing with the Number Keys**
Fax numbers entered with the number keys are stored in internal memory (separate from memory for storing document data). Therefore, you cannot program more than 100 numbers with the number keys in the following cases:
- Destinations specified in a Memory Transmission (including Confidential Transmission and Polling Reception)
- Transfer Stations and End Receivers specified in a Transfer Request
- Destinations and Transfer Stations specified in a Group

For example, when 90 destinations are registered in a Group with the Number keys, only 10 destinations can be dialed for Memory Transmission from the number keys.

Note

❒ When this machine is requested to transfer a call (i.e. becomes a Transfer Station), 2 fax numbers are automatically stored. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.

❒ When a total of 100 fax numbers is stored, only Immediate Transmission is allowed.

❒ If a Group is defined when there are files queued for transmission, the message "Cannot add additional recipients: limit

reached." may be shown on the display and no additional fax numbers can be stored even if the number of destinations specified from the number keys is less than 100. That is because the fax numbers have been dialed from the number keys for some of the waiting files. When the waiting files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.

❒ The display shows the percentage of free space in memory for storing documents. Since fax numbers are stored in separate memory, dialing fax numbers from the number keys does not change the percentage on the display.

A **Set your document and select any scan settings you require.**

🔎 **Reference**

> P.35 *"How to Set a Document"*
>
> P.62 *"Scan Settings"*

B **Enter the fax number with the number keys.**

TKSS025N
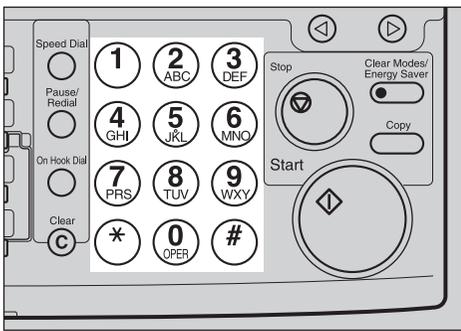
The digits appear on the display as you enter them.


```
◯Ready   Press Start or Clear to cancel
Memory Trans.                      100%
☏ 4471226231_                Dest:   1
   Add               Mode        Info.
```
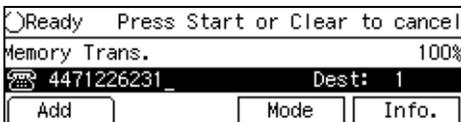
📝 **Note**

❒ If you make a mistake, press the 【Stop】 key or 【Clear】 key and try again. The 【Clear】 key deletes one character at a time, and the 【Stop】 key deletes the whole line.

❒ If you wish to send this message to more than one destination, press **[Add]**, then enter the next destination.

❒ If the optional G4 unit is installed, select G3 or G4 before you go to the next step. ⇒ P.65 *"Selecting the Line"*

C **Press the 【Start】 key.**

Pause

Press the 【Pause/Redial】 key when dialing or storing a number to insert about a two-second pause.

TKSS022N

⚑ **Limitation**

❒ You cannot insert a pause before the first digit of a fax number.

📝 **Note**

❒ A pause is shown as a "-" character on the display.

❒ You can insert a pause in numbers stored in Quick Dials and Speed Dials.

2

Tone

This feature allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press the User Function key assigned with the Tone feature, the machine dials the number using tonal signals.

📋 Preparation

You need to assign the Tone feature to a User Function key beforehand.

♀ Limitation

❒ You cannot place a tone before the first digit of a fax number.

❒ Some services may not be available when using the Tone feature.

🖉 Note

❒ A tone is shown as a " • " on the display.

❖ Sending tone signals by ISDN (ISDN option Required)

You can still send tone signals to a G3 user even if the machine is only connected to an ISDN line.

🖉 Note

❒ This feature can only be used for Memory or Immediate Transmission. You cannot dial through ISDN using Manual Dial. When only connected to ISDN, you can use On Hook Dial.

SUB Code Transmission

Normally you can only use Confidential Transmission or Transfer Request to send to fax machines of the same make that have the Confidential Reception or the Transfer Request fea-

ture. However, if the other machine supports a similar feature called SUB/SID, you can send fax messages to the other party using this method instead.

You can also use SUB code Transmission to send messages to Personal Boxes and Transfer Boxes registered in other fax machines.

📋 Preparation

You need to assign the Dial Option feature to a User Function key beforehand.

You can only use this feature in a G3 communications (not with G4).

You cannot use Chain Dial with this feature.

🖉 Note

❒ The ID can be up to 20 digits long and consist of digits, spaces, * and #.

❒ Make sure the ID matches the specification of the fax you are sending to.

❒ You can store IDs in Quick Dials, Speed Dials, Groups and Programs.

❒ Messages you send using this feature are marked "SUB" on the reports below:

• File Reserve Report (Memory Transmission)

• File Reserve Report (Polling Reception)

• Communication Result Report

• Communication Failure Report

• Transmission Result Report

1 **Set your document and make any changes to the scan settings if necessary.**

2

B **Dial the destination fax number using the number keys.**

```
)Ready     Set originals. Enter fax no.
Memory Trans.                        100%
☎ _                           Dest:   0
                        Mode  │  Info.
```

C **Press the User Function key assigned with the Dial Options feature.**

```
●Power      ↦ ◈ Commu-  Receive File ▧ ◰⁺ ⅋ᴧ ⅏ ⹁
                nicating
●User Tools ●    ●    ●    ●    ●
            F1   F2   F3   F4   F5
```
TKSS07BN
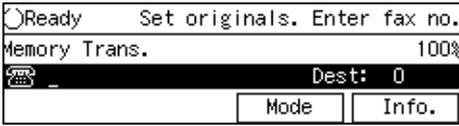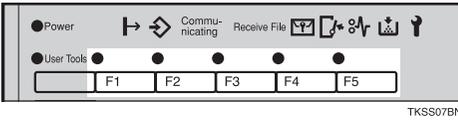
D **Enter the code for "SUB" with the number keys.**

```
Dial Option:              Enter number ▮
    1:SUB    2:SEP    3:SID    4:PWD
                        Cancel  │   OK
```
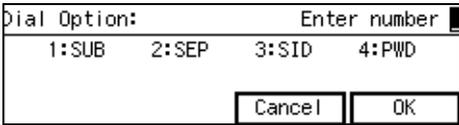
E **Enter the SUB code with the number keys, then press [OK].**

```
Dial Option:
Enter SUB code
▮
                Space  │  Cancel  │   OK
```

```
┌────┐ ┌────┐ ┌────┐ ┌────┐
└────┘ └────┘ └────┘ └────┘

                        ◁   ▷
```
TKSS045N

When a password (SID) is necessary

A **Enter the code for "SID" with the number keys.**

```
Dial Option:              Enter number ▮
    1:SUB    2:SEP    3:SID    4:PWD
                        Cancel  │   OK
```
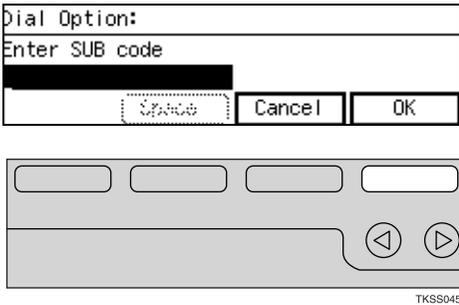
B **Enter the SID code then press [OK].**

```
Dial Option:
Enter SID code
▮
                Space  │  Cancel  │   OK
```

```
┌────┐ ┌────┐ ┌────┐ ┌────┐
└────┘ └────┘ └────┘ └────┘

                        ◁   ▷
```
TKSS045N

F **Press [OK].**

```
Dial Option:              Enter number ▮
    1:SUB    2:SEP    3:SID    4:PWD
                        Cancel  │   OK
```

```
┌────┐ ┌────┐ ┌────┐ ┌────┐
└────┘ └────┘ └────┘ └────┘

                        ◁   ▷
```
TKSS045N
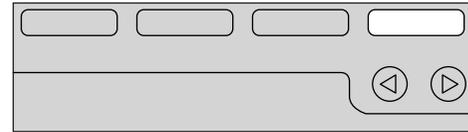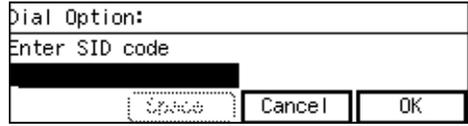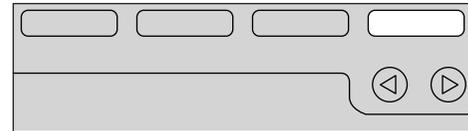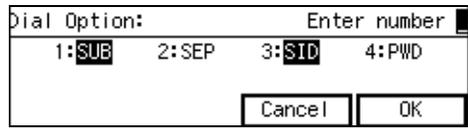
G **Press the 【Start】 key.**

✐ Note

❒ If you use Immediate Transmission and the destination fax machine does not support the SUB/SID feature, a message will appear on the display to inform you of this. In this case, press **[OK]** to cancel the transmission.

SEP Code Polling Transmission

Normally you can only use Polling Transmission/Reception between fax machines of the same make that have the Polling Transmission/Reception feature. However, if the other machine supports a similar feature called SEP/PWD, you can send fax or receive messages using this polling method instead.

You can also use SEP Code Polling Transmission to retrieve documents stored in information Boxes registered in other fax machines.

📖 Preparation

You need to assign the Dial Options feature to a User Function key beforehand.

⚠ Limitation

❒ The ID can be up to 20 digits long and consist of digits, spaces, * and #.

🖉 Note

❒ Messages you send using this feature are marked "SEP" on the reports below:

- File Reserve Report (Memory Transmission)
- File Reserve Report (Polling Reception)
- Communication Result Report
- Communication Failure Report
- Transmission Result Report

❒ Make sure that the ID you enter conforms with the specification of the other party's fax machine.

A Press [Mode].
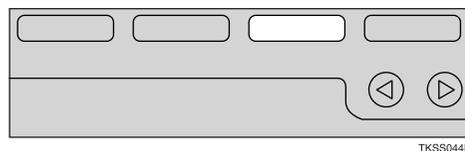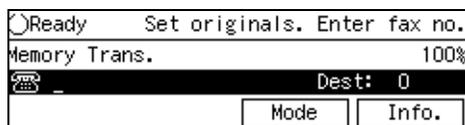
TKSS044N

🖉 Note

❒ The Transmission Mode menu appears.

B Enter the code for "Polling RX" with the number keys.
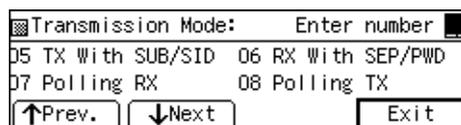
🖉 Note

❒ If the appropriate display is not shown, press [↑Prev.] or [↓Next].

C Press the ◁ or ▷ key to select the Default ID and press [OK].
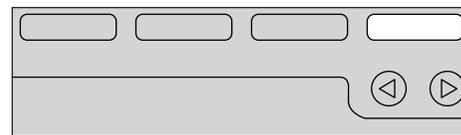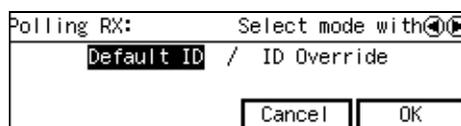
TKSS045N

🖉 Note

❒ To cancel Polling Reception, Press [Cancel]. The Transmission Mode menu is shown.

D Press [Exit].
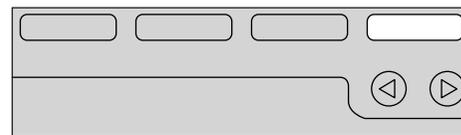
TKSS045N

The Transmission Mode menu is shown. A check mark is added to Polling Reception.
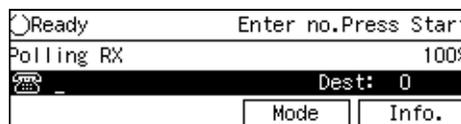
E **Dial the destination fax number using the number keys.**

```
◯Ready           Enter no.Press Start
Polling RX                      100%
☏ _                       Dest:  0
                       Mode  |  Info.
```

F **Press the User Function key assigned with the Dial Options feature.**

```
●Power      ↦ ⬦ Commu-  Receive File 🔲 📄 🔌 📛 💡
                nicating
●User Tools ●    ●    ●    ●    ●
            F1   F2   F3   F4   F5
```
TKSS07BN
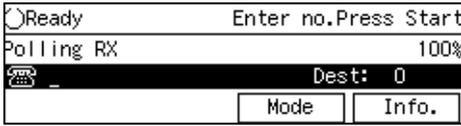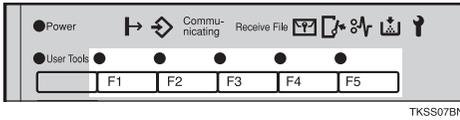
G **Enter the code for "SEP" with the number keys.**

```
Dial Option:          Enter number ▮
     1:SUB    2:SEP    3:SID    4:PWD
                       Cancel  |  OK
```

H **Enter the SEP code with the number keys, then press [OK].**

```
Dial Option:
Enter SEP code
▬▬▬▬▬▬▬▬▬▬
            Space  |  Cancel  |  OK
```


TKSS045N
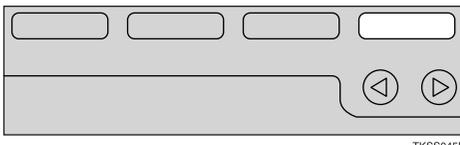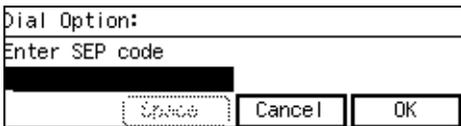
When a password (PWD) is necessary

A **Enter the code for "PWD" with the number keys.**

```
Dial Option:          Enter number ▮
     1:SUB    2:SEP    3:SID    4:PWD
                       Cancel  |  OK
```
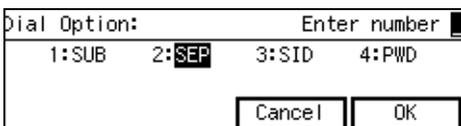
B **Enter the PWD code then press [OK].**

```
Dial Option:
Enter PWD code
▬▬▬▬▬▬▬▬▬▬
            Space  |  Cancel  |  OK
```


TKSS045N

I **Press [OK].**

```
Dial Option:          Enter number ▮
     1:SUB    2:SEP    3:SID    4:PWD
                       Cancel  |  OK
```


TKSS045N
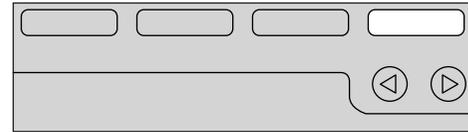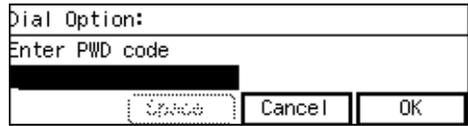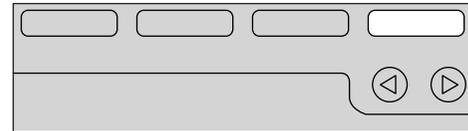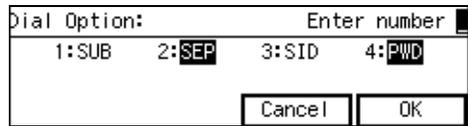
J **Press the 【Start】 key.**

Sub-address

The optional G4 Unit is required to use this function

📖 **Preparation**

You need to assign the sub-address feature to a User Function key beforehand.⇒ P.211 *"Assigning User Function Keys"*, ⇒ P.185 *"Registering Groups"*

ISDN allows two or more terminals (such as a fax and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.

✆ Limitation

❒ Sub-address can only be used with ISDN.

✐ Note

❒ You can program a sub-address number in a Quick Dial or Speed Dial.

A **Select G4 or ISDN-G3.**

**B** **Set your document and make any changes to the scan settings if necessary.**

C **Dial the fax number with the number keys.**

D **Press the User Function key (【F1】-【F5】) in which the sub-address function has been registered.**
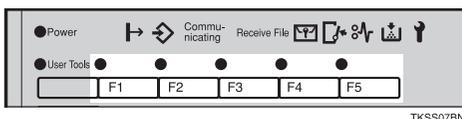
TKSS07BN

"/" will appear on the display.
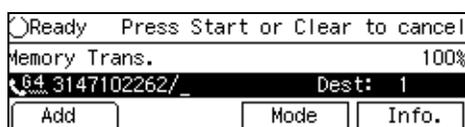
E **Enter the destination sub-address with the number keys.**

F **Press the 【Start】 key.**

Chain Dial

This allows you to compose a telephone number from various parts, some of which may be stored in Quick Dials or Speed Dials and some of which may be input using the number keys.

✆ Limitation

❒ Maximum length of telephone or fax number: 254 digits

✐ Note

❒ For Memory Transmission and Immediate Transmission, insert a pause between numbers. For On-hook Dial and Manual Dial, no pause is needed.

❖ (Example) 01133-1-555333

Assume that 01133 is stored in Quick Dial 01 and that 555333 is stored in Speed Dial 01.

① Place the document and select any scan settings you require.

② Press Quick Dial key 【01】.

③ Press the 【Pause/Redial】 key.

④ Press 【1】 using the number keys.

⑤ Press the 【Speed Dial】 key and 【0】 and 【1】 using the number keys.

⑥ Press the 【Start】 key.

Dialing with Quick Dials

When you have stored a destination's number in a Quick Dial key, you can dial the number by just pressing that key.

Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

✐ Note

❒ To check the contents of the Quick dial, print the list.⇒ P.209 "*Reports/Lists*"

❒ If the Quick Dial key is used as other functions like Groups, you cannot program the Quick Dial in it.

❒ Flip the Quick Dial plate over to access Quick Dial keys 01-32 or 33-64.

❒ You can have the label stored with a Quick Dial printed on the first page received at the other end.⇒ P.182 *"Label Insertion"*

A Set your document and select any scan settings you require.

B Press the Quick Dial key in which the destination's number is programmed.
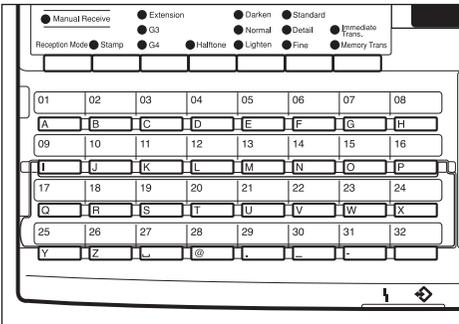
TKSS050N

If the destination's name has been stored, the name is shown on the display. Otherwise, the fax number is shown.
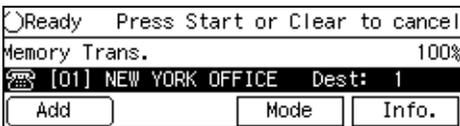
✐ Note
❒ If you make a mistake, press the 【Clear】 key or 【Stop】 key and try again. The 【Clear】 key deletes one character at a time, and the 【Stop】 key deletes the whole line.

❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

C Press the 【Start】 key.

Dialing with Speed Dials

If you store a number in a Speed Dial, when you want to dial it, just press the【Speed Dial】key and enter a 2 or 3 digit code.⇒ P.195 *"Registering Speed Dials"*

✐ Note
❒ To check the contents of all Speed Dials, print the Speed Dial list.

❒ As standard, you can use codes 00-99 for Speed Dials. If the optional Function Upgrade Card is installed, codes 000 to 999 become available.

❒ If a search letter is registered with a Speed Dial, you can find this number quickly using the Telephone Directory feature.⇒ P.75 *"Telephone Directory"*

❒ You can have the label stored with a Speed Dial printed on the first page received at the other end.⇒ P.197 *"Turning Label Insertion on"*

A Place your document and select any scan settings you require.

B Press the 【Speed Dial】 key.

TKSS021N

C **Enter the two-digit code (00 to 99) or three-digit code (000 to 999) of the Speed Dial with the number keys.**

```
○Ready   Press Start or Clear to cancel
Memory Trans.                      100%
☏ SP.D 05 Washington Branc_Dest:   1
  Add                  Mode      Info.
```
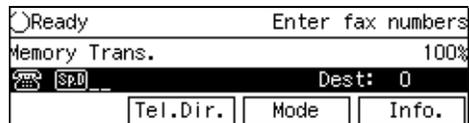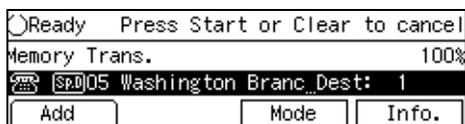
If the destination's name has been programmed, it flashes up on the display. Otherwise, the fax number appears.

✎ Note

❒ When the optional Function Upgrade Card is installed, enter a Speed Dial code in the range 000 to 999.

❒ If you make a mistake, press the 【Clear】 key or 【Stop】 key and try again. The 【Clear】 key deletes one character at a time, and the 【Stop】 key deletes the whole line.

❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

D **Press the 【Start】 key.**

Telephone Directory

This feature lets you find a stored Speed Dial quickly by just entering a single letter, e.g., the first letter of the name stored for that number.

📖 Preparation

To use the Telephone Directory function, you need to register a search letter when you program Speed Dials.⇒ P.195 *"Registering Speed Dials"*

♥ Limitation

❒ Speed Dial codes cannot be searched for by symbol or number.

A **Set your document and select any scan settings you require.**

B **Press the 【Speed Dial】 key.**

TKSS021N

C **Press [Tel.Dir.].**

```
○Ready            Enter fax numbers
Memory Trans.                      100%
☏ SP.D                     Dest:   0
          Tel.Dir.    Mode     Info.
```
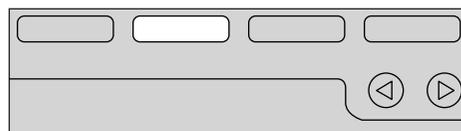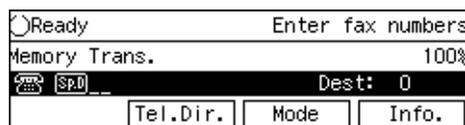

TKSS043N

D **Enter the search letter by pressing one of the Quick Dial keys (A to Z).**

TKSS050N

75
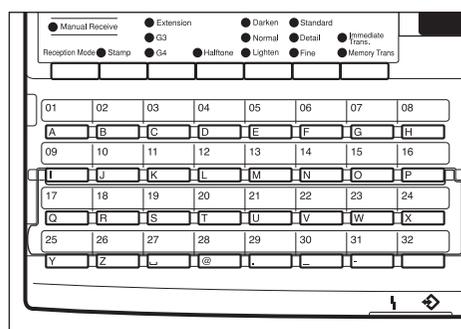
The names or fax numbers registered in Speed Dials are shown in numerical order on the display.
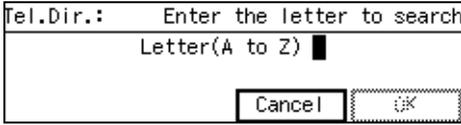
```
Tel.Dir.:    Enter the letter to search
             Letter(A to Z) ▮
                        Cancel    OK
```

**E** **Enter the two-digit code (00 to 99) or three-digit code (000 to 999) of the Speed Dial with the number keys.**

```
Tel. Dir.[A]:   Enter speed dial no. ▮▮▮
SPD 01 ABC COMPANY
                              Cancel
```
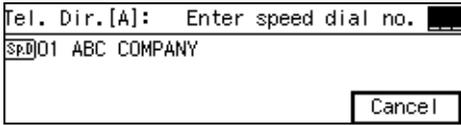
Note

❒ When the optional Function Upgrade Card is installed, enter a Speed Dial code in the range 000 to 999.

❒ If the list does not contain the desired destination, press **【↑Prev. 】** or **【↓Next 】**.

❒ If you make a mistake, press the **【Clear】** or **【Stop】** key to try again. The **【Clear】** key deletes one character at a time, and the **【Stop】** key deletes the whole line.

❒ If you wish to dial another destination, press **【Add 】** and dial another fax number.

F **Press the 【Start】 key.**

Dialing with Groups

If you frequently send the same message to more than one place, program these numbers into a Group. Then you can send the messages to all the destinations in that Group with just a few keystrokes. You can also program a name for the Group (for exam-

ple, "Branch Offices") which will be displayed before you press the **【Start】** key.

Note

❒ To check the contents of Groups, print the Group Dial List.

❒ You can program up to 9 Groups.

❒ When the optional Function Upgrade Card is installed, enter a Groups code in the range 01 to 30.

❒ You can store up to 250 destinations in a Group. If a Quick Dial or Speed Dial is registered in two Groups, it takes up the space of one destination.

❒ Groups can contain Transfer Station codes, but note that these Groups cannot be used for normal transmission because the Transfer Station codes are not dialable numbers.⇒ P.189 *"Multi-step Transfer Group settings"*

To specify Group Number

Preparation

You need to assign the Group Dial feature to a User Function key and register Groups beforehand.⇒ P.211 *"Assigning User Function Keys"*

A **Make sure the Memory Transmission indicator is lit.**

```
● Manual Receive        ● Extension         ● Darken   ● Standard
                        ● G3                ● Normal   ● Detail    ● Immediate
                                                                    Trans.
Reception Mode ● Stamp   ● G4   ● Halftone   ● Lighten  ● Fine      ● Memory Trans.
```
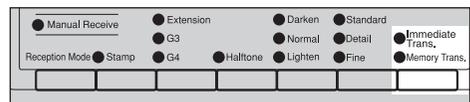
TKSS087N

If it is not, press the **【Transmission Mode】** key.

B **See your document and select any scan settings you require.**

C **Press the User Function key with the Group Dial function stored in it.**

TKSS07BN
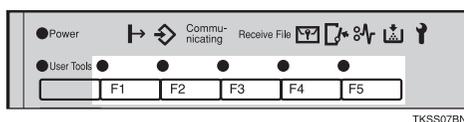
D **Enter the two-digit code (01 to 09) of the Group number with the number keys.**

The Group number is shown on the display. If the Group name is programmed, the name is also shown on the display.
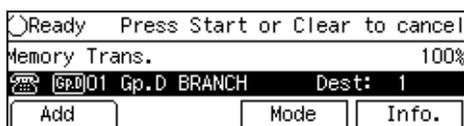
⌾ Note

❒ If you make a mistake, press the 【Clear】 key or 【Stop】 key and try again.

❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

E **Press the 【Start】 key.**

To specify Group stored in a Quick Dial

📔 Preparation

You need to register Groups and assign the Group to a Quick Dial key beforehand.⇒ P.185 "*Registering Groups*"
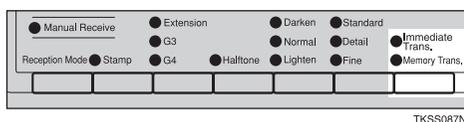
A **Make sure the Memory Transmission indicator is lit.**

TKSS087N

If it is not, press the 【Transmission Mode】 key.

B **See your document and select any scan settings you require.**

C **Press the Quick Dial key in which the Group is programed.**
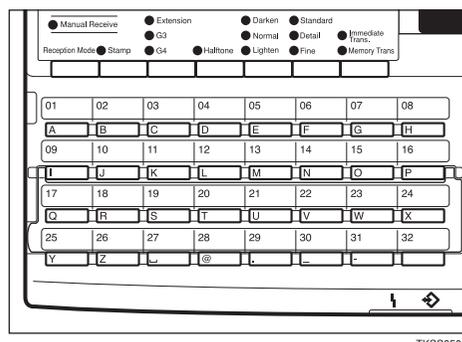
TKSS050N

The Group number is shown on the display. If the Group name is programmed, the name is also shown on the display.
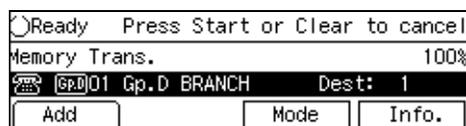
⌾ Note

❒ If you make a mistake, press the 【Stop】 key or 【Clear】 key and start again.

❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

D **Press the 【Start】 key.**

Redialing Numbers

The machine memorizes the last 10 destinations that have been dialed. If you wish to send a message to a destination which you faxed to recently, the Redial feature saves you finding and entering the number again.

❣ **Limitation**

❒ The following kinds of destinations are not memorized:

- Group Dials
- Destinations dialed by a Keystroke Program
- Destinations dialed as End Receivers for Transfer Request
- Destination of Memory File Transfer
- Destinations dialed using the external telephone keypad
- Destinations dialed by Redial (regarded as already memorized)
- Any destinations after the first number if multiple destinations were dialed.

❒ Do not dial any digits before you press the Redial key. If you press the 【**Pause/Redial**】 key after entering digits using the number keys, a pause will be entered instead.

❒ The machine only remembers the most recent single number that was dialed with a Quick Dial or Speed Dial. If a transmission takes place dialing with the number keys after sending using a Quick Dial or Speed Dial, the previous 10 memorized numbers are erased.

◼ **Press the 【Pause/Redial】 key.**

TKSS022N

◼ **A list of previously dialed numbers will flash up. If you cannot see the number you need use the [↑Prev.] and [↓Next] keys to scroll through them. Then enter the code of the number you wish to redial e.g., "01".**

```
Redial:      Enter no. of destination ■
01 471312262      02 471316626
03 226231471      04 7645
 ↑Prev.    ↓Next              Cancel
```
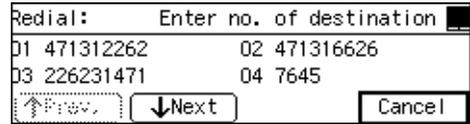
✏ **Note**

❒ If the receiver uses a fax of the same manufacturer that is capable of registering the RTI, that name may be shown on the display instead of the fax number.

Sending a Fax Using a Program

If you store a combination of settings by registering a series of key presses in a Program, you can have these settings applied to a transmission by just pressing a Quick Dial or entering a Speed Dial code.

📖 **Preparation**

You must store the program in a Quick Dial or Speed Dial beforehand.⇒ P.199 *"Storing Keystroke Programs"*

❏ **Limitation**
❏ Keystroke Programs can only be stored in Speed Dials when the optional Function Upgrade Card is installed.

A **Make sure the Memory Transmission indicator is lit.**

TKSS087N
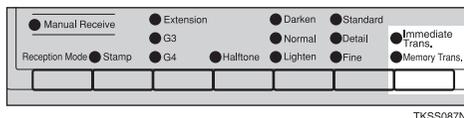
B **Set your document.**

C **Do one of the following:**

To Specify a Program Stored in a Quick Dial

**A** **Press a Quick Dial key with the program stored in it.**

TKSS050N
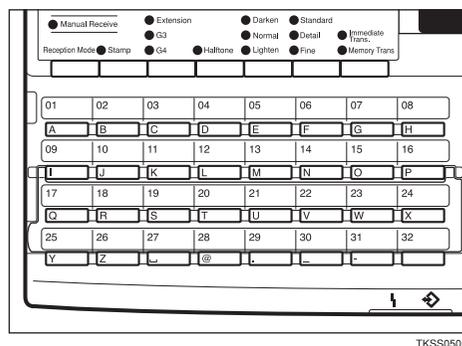
To Specify a Program Stored in a Speed Dial

A **Press the 【Speed Dial】 key.**

TKSS021N

B **Enter the code of the Speed Dial with the program stored in it.**

D Press [OK].

```
┌─────────────────────────────────────┐
│ The program has been set.  Continue? │
│                                      │
│                  ┌────────┐┌──────┐  │
│                  │ Cancel ││  OK  │  │
└──────────────────┴────────┴──────┴──┘
```
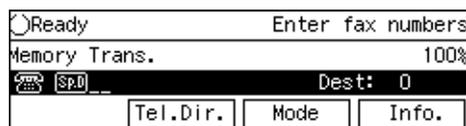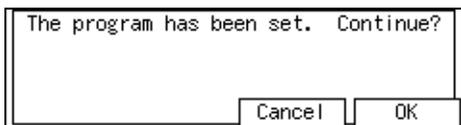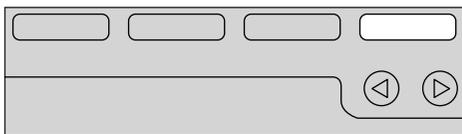
TKSS045N

E Press the 【Start】 key.

The machine starts scanning the document.

Transmission Features

No Document, No Dial

If you dial a destination fax number and for some reason take your document back to your desk and another person sets a different document, their document could be sent to the wrong destination. To avoid such mistakes, when this feature is turned on you cannot dial a destination unless your document is set.

Note

❐ When the machine is shipped, this feature is turned off by default. If you wish to turn this feature on, please contact your service representative.

Stamp

When sending a fax message, the machine can stamp a circle mark at the bottom of the document. This stamp indicates that the document has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.
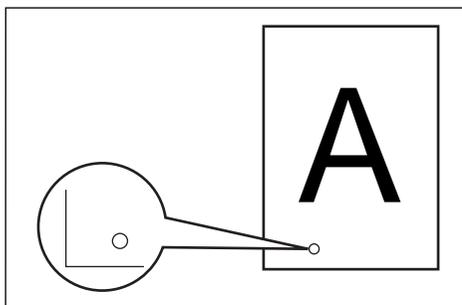
GFSTMP1N

Limitation

❐ The Stamp feature does not apply to copy mode.

Note

❐ When the stamp starts getting lighter, replace the cartridge.⇒ P.315 *"Replacing the Stamp Cartridge"*

❐ If a page was not stamped even though the Stamp feature is turned on, you need to re-send that page.

❐ By default, Stamp is turned off. If you use this feature often, you can adjust the User Parameters so that the home setting is on. In this case, Stamp can easily be turned off for any single transmission by pressing the 【Stamp】 key.⇒ P.236 *"Changing the User Parameters"*

A **Press the 【Stamp】 key.**

TKSS082N
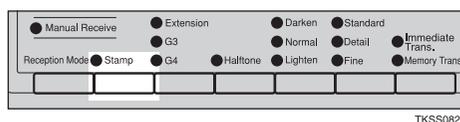
The Stamp indicator will light. Pressing the 【Stamp】 key again will turn it off.

Auto Reduction

If the other party's fax machine does not have paper loaded of the same width as your document , use this feature to have your document image re-

duced to a suitable width during transmission.

GFREDU0N
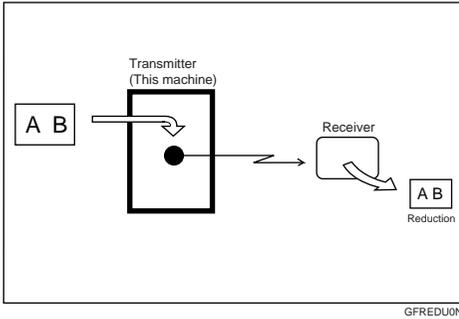
❖Important

❒ If you turn this feature off, the scale of the document is maintained and some parts of the image may be lost when printed at the other end.

GFREDU1N
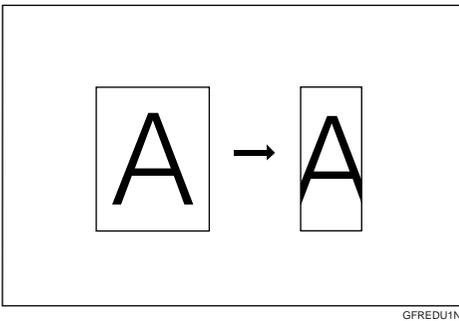
⌀ Note

❒ You can switch this feature on and off with the User Parameters(⇒ P.236). The default setting is on..

Duplex Original Settings

This feature lets you scan in each side of a double-sided document, then have both sides sent in a single operation.

▤ Preparation

You need to store the Duplex Original function in a User Function key beforehand.

♜ Limitation

❒ This feature is only available with Memory Transmission.

**A** **Make sure the Memory Transmission indicator is lit.**

TKSS087N
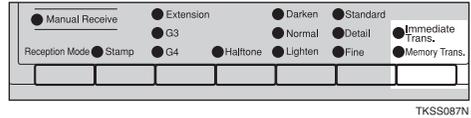
⌀ Note

❒ If it is not, press the 【Transmission Mode】 key.

B **Press the 【User Function】 key with the Duplex Original function stored in it.**

TKSS07BN
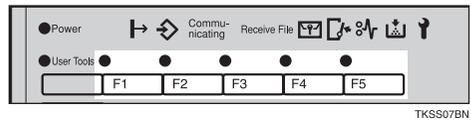
C **Set your double-sided document with the front page face-up.**

D **Adjust any scan settings as necessary.**

E **Dial the destination number.**

F **Press the 【Start】 key.**

Scanning of the front page will begin.

When scanning has finished, the following display will appear:

```
Flip over to reverse side of
document and press the Start key.
```
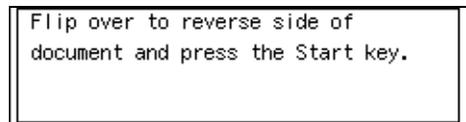
G **Set your document with the back page face-up.**

Note

❒ Set the document within 60 seconds. If time runs out, an error will occur and transmission will not take place.

H **Press the【Start】key.**

Label Insertion

With this feature you can have the receiver's name printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To".

Limitation

❒ If you select Label Insertion, the label might be printed over a portion of the image when received at the other end.

Auto Document

You can send an Auto Document along with another document, or just send it on its own.

Limitation

❒ Although you can specify scan settings when sending an Auto Document, these settings will only apply to the document you send along with the Auto Document. The settings used when you scanned in and stored the Auto Document will apply to the Auto Document itself.

Note

❒ If you send another document with an Auto Document, the Auto Document is sent first.

❒ To send just an Auto Document, start the following procedure from step **B**.

A **Set the document you wish to send along with the Auto Document, and adjust scan settings as necessary.**

B **Specify the Auto Document to send in one of the following ways:**

- Press the Quick Dial it is stored in.
- Press the【Speed Dial】key and enter the code of the Speed Dial it is stored in.

C **Press [Yes].**

TKSS045N

D **Dial the destination fax number.**

```
○Ready   Press Start or Clear to cancel
Memory Trans.                        99%
☎ 4471226231_              Dest:  1
  Add              Mode       Info.
```
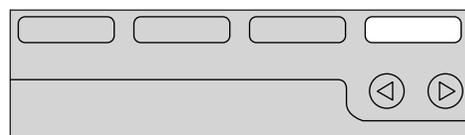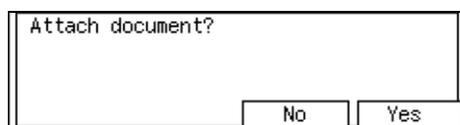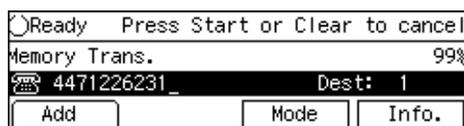
E **Press the【Start】key.**

TTI/CIL Print

When you send using G3, your TTI is printed on faxes when received at the other end. When sending using G4, the CIL is printed on faxes at the other end.

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Note

❒ If the CIL is added, the following information is printed on all pages:

- The receiver's own number and ID
- The sender's (i.e. this machine's) own number and ID
- The communication time
- Page number

❒ By default, TTI/CIL Print is turned on when the machine is shipped. For how to change this setting, see P.236 *"Changing the User Parameters"*.

ID Transmission

If you use this feature, transmission is limited to destination machines of the same make and with the same stored Polling ID. This is useful when sending documents containing confidential or sensitive information.

Preparation

You need to program the Polling ID beforehand.⇒ P.250 *"Registering ID Codes"*

Limitation

❒ ID Transmission is not available with the following functions:

- Polling Transmission (⇒ P.120)
- Backup Transmission (⇒ P.85)

Note

❒ When the machine is shipped, this feature is turned off by default. Turn in on or off with the User Parameters.

Skip Transmission

This feature requires the optional Function Upgrade Card.

By storing the scan area beforehand, only the designated area of the document page will be scanned and sent.

GFSKPS0N
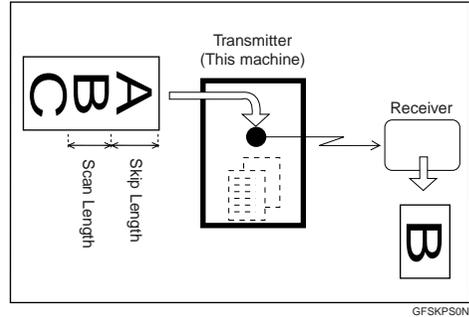
Preparation

You need to store the Skip Transmission feature in a User Function key beforehand.

Limitation

❒ You can only store one scan area.

❒ Skip Transmission is not available with the following features:

- Immediate Transmission (⇒ P.55)
- On Hook Dial Transmission (⇒ P.59)
- Manual Dial Transmission (⇒ P.61)
- Parallel Memory Transmission (⇒ P.49)

Note

❒ Transmission time is shorter compared to sending the whole page. This feature is useful, for example, when you do not need to send the whole page, or when the page contains confidential information.

❒ Specify the scan area with the Program Scan Area setting.⇒ P.286 *"Program Scan Area"*

❒ When the machine is shipped, this feature is turned off by default. To turn it on, adjust the User Parameters.⇒ P.236 *"Changing the User Parameters"*

Backup File Transmission

When turned on, this feature sends a backup copy of all faxes you send to a destination that you can specify.

📒 Preparation

You must specify the backup destination beforehand.⇒ P.284 *"Backup File Transmission Settings"*

📌 Limitation

❒ This function works with the following features:

- Memory Transmission
- Transfer Request Transmission
- Confidential Transmission
- SUB Code Transmission
- Mail Transmission (optional NIC FAX Kit required)

JBIG Transmission

Optional JBIG Unit required.

If you use JBIG (Joint Bi-level Image Experts Group) compression you can send photographic documents at high speed.

Normally, the JBIG method is used when sending to other fax machines. However, if connected to multiple lines and another JBIG transmission is in progress, transmission takes place without using JBIG.

📌 Limitation

❒ This feature requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).

❒ When connected to multiple lines and a JBIG transmission is in progress, JBIG transmission is not possible until that transmission has finished.

📝 Note

❒ You can have the JBIG transmission feature selected when you press the 【Halftone】 key. Contact your service representative for details.

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